



Kamehameha Schools®
KAPĀLAMA

Student and Parent Handbook 2024-2025



A MESSAGE FROM YOUR PO‘O KULA

Aloha e nā haumāna a me nā ‘ohana,

Welina mai! Welcome to Kamehameha Schools Kapālama and to a new school year. For our new students and families, we embrace and welcome you to our KS ‘ohana.

Haumāna, we are here to kāko‘o you in your development as ‘ōiwi leaders who are culturally engaged as you strive towards achieving your goals. As you practice our E Ola! Learner Outcomes our desire is to help you to develop into the E Ola! graduates we know you can become. ‘Ohana, you play an essential part in your keiki's education too and we look forward to developing strong relationships together that nurture positive educational experiences for your keiki.

We strongly encourage students and parents to be active partners in our KS community by participating in school functions and activities and to take advantage of the many opportunities here for you. Parents, please consider being a member of our Association of Teachers & Parents (ATP) whose efforts support educational opportunities for our haumāna.

It gives us great pleasure to share with you our Kamehameha Schools Kapālama Campus Student and Parent Handbook. In it you will find important information regarding school policies and procedures that were established for the safety of all our haumāna and to ensure smooth operations within our Elementary, Middle, and High schools.

I Mua Kamehameha,



Dr. Taran Chun
Po‘o Kula



Wendy Erskine
Po‘o Kumu, KHS



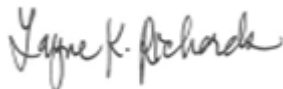
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Po‘o Kumu, Residential Life



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STATEMENT ON THE HANDBOOK

This handbook provides information for parents and students regarding Kamehameha's policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without considering custom or prior practices. Parents are encouraged to consult with the schools' administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

NOTE: References to "parents" throughout this handbook should be understood to mean "parents and legal guardians."

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at:

https://www.ksbe.edu/back_to_school/our_approach_to_health_and_safety/

LEGACY OF A KE ALI'I PAUAHI



Ke Ali'i Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all...spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali'i Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Ali'i Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai'i. Income generated from its residential, commercial and resort leases, as well as diverse investments, fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices as well as service learning are integral to KS programs, both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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KS-KAPĀLAMA CONTACT INFORMATION

	Elementary	Middle	High
Office hours	Monday - Friday 6:30 AM - 5:15 PM	Monday - Friday 7:00 AM - 4:00 PM	Monday - Friday 7:00 AM - 4:00 PM
Address	225 Bishop Circle Honolulu, HI 96817	2125 Ali'i Road Honolulu, HI 96817	210 Konia Circle Honolulu, HI 96817
School Office number	Grade K-6: 808-842-8383	Grades 7 & 8: 808-842-8365	Pākī- Grades 9 & 10: 808-842-8982 Smith- Grades 11 & 12: 808-842-8050
Attendance (during school hours)	Grade K-6: 808-842-8383	Grades 7 & 8: 808-842-8364	Pākī- Grades 9 & 10: 808-842-8752 Smith- Grades 11 & 12: 808-842-8399
24 hour attendance line	24 hr. Attendance Hotline: 808-842-8384	24 hr. Attendance Hotline: 808-842-8364	Pākī- Grades 9 & 10: 808-842-8752 Smith- Grades 11 & 12: 808-842-8399
Health Services	Dispensary 808-842-8606	Health Room 808-843-3459	Hale Ola 808-842-8075
Behavioral Health	Eva Chau 808-842-8717 Rachel McCoach 808-842-8959 <u>Supervisor for Day Students K-12:</u> Samantha Landry-Smith 808-842-8251	Kate Kahoano 808-842-8894 Robert Sepulveda 808-842-8583 <u>Residential Life Students:</u> Christina Rezentes 808-842-8555 <u>Supervisor for Residential Life Students 7th-12th:</u> Maile Mundon 808-842-8141	<u>Day Students:</u> Marissa Garwin 808-842-8335 Karla Silva-Park 808-842-8862 Mina Casey-Pang 808-842-8933 Udella Auyoung 808-842-8120 <u>Residential Life Students:</u> Lauren Melendez 808-842-8666 Ahmal Allen 808-842-8955
Hi'ikua Student Helpline	Website 1-844-284-2640		
	Residential Life		Athletics
Office hours	Monday-Friday 7:30 AM - 4:30 PM		Monday - Friday 7:30 AM - 4:15 PM
Address	2210 Girls Road Honolulu, HI 96817		1887 Makuakane St Honolulu, HI 96817

School Office number	808-842-8273	808-842-8936
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ENTERPRISE MISSION

Kamehameha Schools' mission is to fulfill Pauahi's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

ENTERPRISE VISION

Within a generation of 25 years, we see a thriving Lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities both locally and globally.

OUR VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (*to have compassion and empathy*); 'imi na'auao (*to seek wisdom*); mālama (*to care for and protect*); 'ike pono (*to know and do what is right*); kuleana (*to take responsibility*); ho'omau (*to persevere and perpetuate*); and ha'aha'a (*to be humble*).

KS- KAPĀLAMA VISION & MISSION

KSK MISSION

Empowering our haumāna in a safe and nurturing environment to be confident 'ōiwi leaders with the agency to advance their 'ohana, community, ka lāhui, ka pae 'āina o Hawai'i, and ka honua.

KSK VISION

Inspiring our haumāna to ho'ōla lāhui.

OUR COMMITMENT TO CHRISTIAN VALUES

Ke Ali'i Pauahi's deep faith in Iesū moved her to create a school for young Hawaiians, giving them the knowledge and skills to thrive in an ever-changing world. Along with that gift, she

sought to share with our haumāna a foundation of Christian values to shape their character and guide their actions.

KS's educational program reflects this foundational commitment and incorporates elements of Christian Education as an integral part of the school experience.

Christian education classes are age appropriate and provided throughout the year as a learning opportunity to delve deeper into the Christian faith. These courses are required for all haumāna. Regularly scheduled chapel services that include Bible scripture reading, prayers, singing and reflection are part of the student experience and are designed to underscore the benefits of these values and our school's Christian commitment.

OUR PHILOSOPHY OF EDUCATION

'O ke kahua ma mua, ma hope ke kūkulu.

The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate 'Ike Hawai'i as a source of strength and resilience for the future.

Therefore, Kamehameha Schools will:

- foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- integrate 'Ike Hawai'i into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of 'Ike Hawai'i.
- strengthen the relationship and the responsibility of its learners to the 'āina, its resources and traditions.

We believe every learner has a unique combination of talents, abilities, interests and needs and that each can achieve higher levels of excellence.

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understanding and skills.
- offer enrichment opportunities to encourage each learner to develop individual talents and interests.

- strive to be available and affordable to encourage broad participation of the learning community.

We believe that the earliest years of a child's life are the most critical to development and set the stage for future learning.

Therefore, Kamehameha Schools will provide early childhood educational services that support families as their primary educators.

We believe that positive and nurturing relationships are an essential foundation of learning.

Therefore:

- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- all will develop and support positive connections and interactions with learners.

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.

Therefore, Kamehameha Schools program will:

- Support the learning process through a diverse and integrated curriculum and a range of services enhanced by relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their 'ohana, the community and the world.

We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research-based practices.

Therefore, Kamehameha Schools will:

- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

We believe that education is enhanced by involvement of the learner and all members of the learner's community.

Therefore, Kamehameha Schools programs will:

- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

We believe that our institution's effectiveness in meeting its mission is enhanced by collaboration and partnerships.

Therefore, Kamehameha Schools will:

- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate support for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student Well-Being, School Counselor or Division Administrator.

E OLA! LEARNER OUTCOMES AT KAMEHAMEHA

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and `ohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self-efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values, and 21st century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS educational experience:

KAMEHAMEHA SCHOOLS®

E Ola! Learner Outcomes

Haumāna will become local and global servant leaders who are culturally engaged and play significant roles in creating strong 'ohana and communities throughout ka pae 'āina o Hawai'i and beyond.

The metaphor of a Native Hawaiian forest conveys Kamehameha's learner outcomes needed to achieve these goals. Students are likened to the array of plants thriving in fertile, rain-diversified habitats with unique talents nurtured by common experiences inherent in a Kamehameha Schools education.

Roots provide constant nourishment and are the LEARNERS' STRONG FOUNDATION.

- 'Ike Kūpuna**
Ancestral experiences, insights, perspectives, knowledge, and practices
- Aloha 'Āina**
Hawaiian patriotism; love for the land and its people
- Kūpono**
Honorable character founded on Hawaiian and Christian values

The Trunk and Branches draw their substance from the roots and form the LEARNERS' NATIVE HAWAIIAN IDENTITY.

- Mālama and Kuleana**
Social agency, community consciousness
- Alaka'i Lawelawe**
Servant leadership
- Kūlia**
Excellence

Leaves spring from the branches and embody the LEARNERS' PRODUCTIVE COURSES of ACTION.

- Academic Competence**
- Growth Mindset**
- Self-efficacy**
- Problem Solving**
- Innovation and Creativity**
- Collaboration**
- Global Competence**

Fruits are not only the result, they are also the seeds that perpetuate the vibrancy of the forest, the LEARNERS' WELL-BEING and the well-being of the contexts in which they live.

- E Ola! (Live on!)**
Students cultivate their own well-being—cultural, spiritual, social, economic, physical, emotional, and cognitive—so they can thrive and help to ensure the vibrancy of their 'ohana, community, ka iāhu Hawai'i, ka pae 'āina o Hawai'i, and ka honua.

Kamehameha's educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

Elevating Standards for Student-Centered Learning

Refocus learning through student-centered, culturally rich experiences and opportunities inspired by students' unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

Empower Educators

Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

Elevate Standards

Elevate standards by adopting a world-class curriculum and by setting student achievement benchmarks and global standards via world-class, Hawaiian culture-based education. Use discipline-specific standards of excellence to provide the highest-quality educational programs designed to prepare every graduate to be ready for post-secondary success and career opportunities. Elevating standards includes a shared commitment to world-class, Hawaiian culture-based education, developing and applying student growth outcomes, and advancing Christian values and Hawaiian culture.

Redefine Systems and Learning Environments

Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.

SUPPORTING YOUR CHILD'S EDUCATION

Your Role as a Parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. We/KS will help your child achieve his or her highest potential by providing a setting for rigorous, authentic and collaborative learning experiences. Supporting your child will ensure that they get the most out of this educational experience. To help this happen, we hold you to the following expectations:

- Support regular attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency. Family vacations, travel and absences similar in nature should be scheduled during non-school days.

- Take an active interest in your child's learning

Know what your child is studying and talk about what is happening in school. Provide a quiet time and space for completing homework.

- Encourage reading

Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure they have a quiet place to read.

- Monitor your child's progress

Engage in conversations with your child's teachers and use informal notes, interim reports and report cards as discussion points with your child. For parents of middle and high school students, check Infinite Campus (IC) frequently for updated grades and progress reports. Become an observer on your keiki's Canvas learning platform for upcoming assignments and due dates.

- Attend parent conferences

Parent conferences are held twice a year for elementary students, and your attendance is required; it is an important means of communication between the school and home. Additional parent conferences may be arranged at any time at the school's or parents' request.

- Attend school functions

Show support for your child and their classmates by attending the grade level orientation/open house, student performances, and class meetings and activities.

- Keep informed

Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.

- Understand curricular requirements

Students are required to adhere to all curricular requirements, including but not limited to participation in Christian Education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

- Support school regulations

Help your child understand and follow school expectations. Reading and discussing the Student and Parent Handbook with your child will support meeting Kamehameha Schools' expectations of appropriate behaviors and conduct.

- Communicate

Contact a teacher, counselor, dorm advisor or administrator as soon as a concern arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being and can be the first defense in identifying when interventions and/or special services are needed.

- Monitor your child's use of electronic devices

KS laptops and iPads may be sent home for educational purposes. As with all digital devices, monitor the amount of screen time and appropriate use.

- Maintaining positive relationships with school staff

Open, genuine, and respectful communication is the foundation of a healthy relationship between the School and our community of Parents, guardians and 'ohana. We highly encourage this type of productive communication and engagement as a way to build and grow our School's sense of community. Further, we want to hear from you if you have concerns about our School, our programs, or if you have concerns about our Faculty and Staff. However, we expect that the behavior, communication, or interaction of Parents, guardians and 'ohana with the School on or off campus (including at School sponsored events), or in digital or electronic communications, will not be is disruptive, intimidating, aggressive, or harassing in nature. The School otherwise has the discretion to take appropriate action.

STUDENT EXPECTATIONS

Home Ho'ona'auao "Kū Kilakila 'o Kamehameha"

1. Our kula is Ke Ali'i Pauahi's home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, and rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi's influence and spirit of ho'okipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home. Likewise, we strive to express that spirit of graciousness and love in our established Home Ho'ona'auao (Student Expectations) today.
5. Pauahi is viewed by people as a model of perfection. As po'o, alaka'i, kumu, limahana, haumāna and 'ohana we strive to emulate her character and bearing in our daily actions.

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an 'ohana here in Pauahi's home. Her love of God, reverence for her great-grandfather Kamehameha 'Ekahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.

To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and maintain these values in and out of the classroom.

School-Wide Behavioral Expectations

Kamehameha Schools' disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

Mālama/Caring - Nurturing: understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others. Mālama kekahi i kekahi - to care for one another.

Hō'ihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ 'āina. To be humble and considerate towards others. Hō'ihi aku hō'ihi mai - to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. No'u iho ke kuleana - the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. 'Imipono - to seek what is right, true and good. 'Oia'i'o - truthful in what you say; truthful in what you do.

Sexual Intimacy

Our kula is Ke Ali'i Pauahi's home; a place of honor, respect, and pride. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, and righteousness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community.

As a school firmly rooted in Christian and Hawaiian values, we do not condone students engaging in any type of sexual activity on campus or at KS sponsored activities. Students have the right to be free from unwanted exposure to the intimate sexual behaviors of others. If students do engage in sexual activity on campus or at KS sponsored activities, the principal or designee may consult with Hale Ola (medical services), Mālama Ola (Behavior Health Services), and/or others and may take disciplinary action in accordance with the KS Student & Parent Handbook.

It is important that students and their parents/guardians understand that certain sexual activity may violate the law and/or the KS student code of conduct. In certain circumstances, the school may determine it is necessary to report the conduct to Child Welfare Services (CWS) and/or other law enforcement agencies (including the local police). In accordance with state law, the school will report to CWS any incident of suspected abuse or neglect of students.

DAY TO DAY STUDENT LIFE

Campus Operations- School Hours & Attendance

Kula	Office Hours	Attendance Line During School Hours	After Hours for all Schools
Elementary School	Monday-Friday 6:30 AM - 5:15 PM	Grades K-6: 808-842-8383	24 hr. Attendance Hotline: 808-842-8384
Middle School	Monday-Friday 7:00 AM-4:00 PM 808-842-8365	Grades 7 & 8: 808-842-8364	24 hr. Attendance Hotline: 808-842-8364
High School	Pāki & Smith Office Monday-Friday 7:00 AM-4:00 PM	Grades 9 & 10: 808-842-8752 Grades 11 & 12: 808-842-8399	Grades 9 & 10: 808-842-8752 Grades 11 & 12: 808-842-8399

ABSENCES, LEAVES & TARDINESS

Absences

To report an absence:

1. On the day of the absence call:
 - a. **Before office hours, please refer to page 13 for the number to call**
 - b. **Between 6:30-7:40 AM** call the Unit Office directly
2. Attendance must be reported **each day** your child is absent.
3. Be prepared to give your child's name, grade and reason for absence.
4. Let the office staff know if you anticipate an extended absence.
5. Students are responsible for obtaining and completing missed assignments.

After Illness or Injury

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the student's health room with a note from his/her healthcare/medical provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days, and
 - The student saw a healthcare/medical provider during that period; or
 - The student has any new medical restrictions.

If a student was evaluated by a healthcare/medical provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private healthcare/medical provider's note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.

Please note health policies and procedures are subject to change based off guidance from CDC and Hawaii State Department of Health.

Communicable Diseases

If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a healthcare/medical provider's clearance note must be presented to your child's health room, before your child may return to school.

Anticipated Absences

The school discourages the scheduling of travel, family vacations and absences similar in nature that result in removing children from classroom learning. The school and/or teacher cannot assume responsibility for the lapse in progress resulting from missed in-class instruction and homework. Students who return to the classroom after an extended absence often experience difficulties in readjusting to the daily routines or group activities. Teachers are not required to provide advance assignments or to provide any missed instruction. Absences may not be approved if a student is earning a D or F in their classes.

Medical Appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. Please contact your respective grade level if a student must be excused during school hours.

Tardiness

School starts at 7:40 AM. Students are expected to be punctual and, in their classrooms, ready to learn when school begins. Students who arrive after 7:45 AM must report to the office to obtain an admittance slip before going to class. If arriving after 8:00 AM when the campus gates are closed, please call the school office to request access to campus, and report to the office upon arrival.

Early Dismissal

At elementary and middle school, if it is necessary for a student to leave campus during the school day, parents must notify the school office to obtain security clearance to enter campus and sign their student out at the office. At the high school, the parent should still call and the student should sign themselves out at the unit office. The office will issue a pass to be presented at the gatehouse upon leaving campus. Students that leave prior to 11:00 AM will be marked absent for the day.

Leaves of Absence

Students who need to leave Kamehameha to address special needs or concerns may be granted a maximum of one year's leave of absence. Parents must submit a written request to the Po'o Kumu or designee prior to the leave of absence. Conditions for a student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the conference. Please refer to each campus' policies regarding leaves of absences.

Educational & personal leaves

Examples of such leaves include those to address:

- Medical conditions including serious illness (e.g. cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy
- Family relocation for military or employment reasons on a limited basis
- Learning Difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program

Student Dress Code and Appearance

Kamehameha’s goal of developing haumāna into local and global servant leaders starts with self-efficacy. Cultivating a strong self-image that will help haumāna gain confidence in their abilities begins with one’s personal appearance. Appearance standards are necessary/essential to create a positive and productive learning environment. Our students’ personal appearance is a reflection of the Kamehameha Schools, therefore we will hold our students to our dress code standards, Thus, as members of the Kamehameha Schools ‘ohana, haumāna and mākuā agree to accept and abide by the Kamehameha Schools Kapālāma expectations of student personal appearance. Students are required to wear uniforms every day from the start to the end of the school day.

KS Kapālāma Student Dress Code	
Guidelines for Grades K-12	
School Uniform <ul style="list-style-type: none">• Should be purchased from Land’s End, Annual Recycled Uniform Sale, and/or KSK Uniform Thrift Shop• Athletic shoes must be worn properly.• Uniform may not be altered in any way that is not in compliance with guidelines. All uniform pieces must be appropriate in length, just above the knees, no shorter.• Should our campus mandate universal indoor masking (due to certain conditions such as outbreaks or high absenteeism), face masks must be worn indoors except when eating and drinking.<ul style="list-style-type: none">• Face masks should be tasteful, not mention other schools or have other schools’ logos• Disposable masks are ok	
Physical Education Uniforms <ul style="list-style-type: none">• P.E. shirts and shorts are available for purchase at the Kapālāma School Store	
Special Events Attire <ul style="list-style-type: none">• All special events attire should be purchased from Lands’ End store, Annual Recycled Uniform Sale, and/or KSK Uniform Thrift Shop	
<i>Haumāna who are not in proper uniform attire will be asked to comply with the dress code guidelines. Parents may be asked to bring the uniform to school, and detention will be issued. Additionally, casual dress privileges may be revoked.</i>	
<i>Acceptable Dress Code</i>	<i>UNACCEPTABLE Dress Code</i>

KS Kapālama Student Dress Code

<p>Uniform (see Additional Guidelines by School sections)</p>	<p>Attire should NOT</p> <ul style="list-style-type: none"> • be tight fitting • show midriff • show undergarments, including undershirts • be ragged, torn, ink-marked or dirty • have long-sleeved garments under uniform shirts • include sweatpants • include leggings, bike shorts and athletic attire <p>Unacceptable footwear: sandals, slippers, clogs or shoes that do not cover the entire front and back of the foot (i.e., Crocs)</p>
<p>Appearance</p> <ul style="list-style-type: none"> • Hair should be neatly groomed and of a natural color 	<p>Unacceptable Appearance</p> <ul style="list-style-type: none"> • No visible face or mouth piercings • No unconventional hairstyles or an unnatural color • No unnatural color
<p>Jewelry and other accessories</p> <ul style="list-style-type: none"> • Must be distraction free (free from making noise, excessive in size, etc.) 	<p>Unacceptable jewelry and other accessories</p> <ul style="list-style-type: none"> • Bandannas • Sunglasses • Hats may not be worn • Any type of headphones, earbuds, etc., may not be worn while in class, assemblies, and in the Dining Hall. (Please note: Wireless earbuds, AirPods, etc. are not allowed at the Middle School)
<p>Outerwear</p> <p>Types of outerwear</p> <ul style="list-style-type: none"> ○ Windbreaker jackets ○ Cardigan sweaters ○ Zipper hoodies ○ Sweatshirts; pullover sweatshirts with/without hoods are ok, if hoods are not worn indoors AND uniform shirts must be worn underneath outerwear with uniform shirt collar visible. Acceptable outerwear should be distraction free and appropriate. 	
<p><i>Casual Dress Attire</i></p>	

KS Kapālama Student Dress Code

All uniform guidelines apply similarly to casual dress.

On designated days, haumāna are given the privilege to wear casual attire (Warrior Wednesday, Special Dress Days, Spirit Week, etc.). We understand that this is a time when haumāna have the freedom to express themselves as they celebrate and acknowledge special occasions and events.

Appearance and apparel should be clean and appropriate for school. Additional guidelines are discussed and recommended by student leadership groups in Elementary, Middle and High Schools. Specific guidelines are published in the Daily Bulletin prior to, and during, the casual dress date(s).

Warrior Wednesday: Nā haumāna are allowed to wear any shirt (no tank tops) with a Kamehameha logo and uniform bottoms only. No jeans, surf shorts or any other shorts or pants. College logo/branded outerwear is also allowed.

Athletic Shirts: Athletic jerseys on game days may be allowed with prior administrative approval.

Any attire that distracts or disrupts the learning environment will be addressed by the administration. Nā haumāna who cannot follow the casual dress code guidelines may be asked to change and/or risk losing their privileges. Haumāna and/or parents should check with their respective grade level offices if they are unsure.

KS Kapālama Student Dress Code Additional Guidelines by School

Elementary

Daily Attire	Special Events Attire
<p>Elementary School</p> <ul style="list-style-type: none"> KS uniform polo shirt - short or long sleeved; royal blue, sky blue, white or navy blue (limited sizes available in navy blue) KS uniform long pants - navy blue KS uniform shorts - navy blue or khaki KS uniform skirt, skort, or jumper - navy blue Belts (black or navy blue) should be worn if needed To avoid injury, no dangling earrings are allowed. Make-up, colored nail polish and false nails are not allowed. 	<p>Elementary School:</p> <ul style="list-style-type: none"> KS white uniform polo shirt, tucked in KS navy blue uniform long pants KS navy blue uniform skirts, skort, or jumper Belt (black or navy blue) for pants (Gr 3-6) Athletic shoes - no slip-on shoes, leather casual shoes, shoes with heels, or boots Solid black, white, or navy blue socks No jewelry (except for watches) No hair decorations (i.e. ribbons, bows, flowers)
Middle School	
Daily Attire	Special Events Attire
<p>Middle School</p>	<p>Middle School</p> <ul style="list-style-type: none"> KS white uniform polo shirt , (Tucked in)

KS Kapālama Student Dress Code

Additional Guidelines by School

- KS uniform polo shirt - short or long sleeved; royal blue, sky blue, white or navy blue (limited sizes available in navy blue)
- KS uniform long pants - navy blue or khaki
- KS uniform shorts - navy blue or khaki
- KS uniform skirt - navy blue

- KS navy blue uniform long pants
- KS navy blue uniform skirt
- Black or navy blue belt
- Clean and predominately black, white, or navy blue athletic shoes
- Solid black, white, or navy blue socks
- No jewelry (except for watches)
- No hair decorations (i.e. ribbons, bows, flowers)
- No make-up

High School

Daily Attire

High School

- KS uniform polo shirt - short or long sleeved; navy blue, royal blue, sky blue or white
- KS aloha-print shirt
- KS uniform long pants - navy blue or khaki
- KS uniform shorts - navy blue or khaki
- KS aloha-print dress
- Covered shoes
- Images and wording on outwear should be appropriate and distraction free

Special Events Attire

High School:

- Shirt - white, long-sleeved KS aloha-print shirt
- Pants - white, pleated dress pants without cuffs
- Blue sash
- White, low-heeled pumps or dress shoes that fully cover toes and heel OR
- White, leather dress shoes (no open-weave or athletic shoes). **Suggested Websites for shoe shopping:** westernband.com and www.zappos.com
- White, full-length socks
- White, floor-length KS aloha-print mu'umu'u
- Face must be clean shaven
- Hair must be neatly groomed and not distracting
- Only class ring and watch are acceptable, no earrings
- No facial piercings

Summer School

Daily Attire

Grades 1-8

Summer school students in grades 1-8 are not required to wear uniforms. Daily dress will be casual dress attire. Appearance and apparel should be clean and appropriate for school. Please also refer to the acceptable and unacceptable dress code guidelines above for further guidance.

KS Kapālama Student Dress Code

Additional Guidelines by School

Grades 9-12

Summer School students in grades 9-12 are required to wear the KS uniform and should follow the KS Kapālama Student Dress Code noted above.

Purchasing Uniforms

All new uniforms and special events attire should be purchased from Land's End, Inc. You may purchase uniforms at the O'ahu store that is operational year-round. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your campus website.

Gently used uniforms should be purchased at KSK Uniform Thrift Shop or Annual Recycled Uniform Sale, located in our school bus terminal facility at 604 Kapālama Street. For details, please call the store at 842-8675, or Hālau Kūkalaulama at 842-8680.

Meals & Snacks

All dishware must remain in the dining hall.

Breakfast

All students should eat a healthy breakfast before school begins. High school will not be offering breakfast at 'Akahi.

Lunch

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. Lunch menus are available online at <https://kamehameha.flikisdining.com/m/> and also available in the Flik Dining app on all smart devices.

All students are served a lunch prepared in the school's kitchen and are encouraged to taste each menu item to promote healthy eating habits and develop an adventurous attitude towards food. Students may choose to drink 1% milk, 100% juice (Middle School and High School only), soy milk, 1% chocolate milk or water. Due to allergy concerns, Elementary School students are not allowed to bring home lunch.

Special Diets

Students who have restricted diets are required to provide a physician's note stating their dietary restrictions. Physician's notes must be turned into your school's health room during registration or when there is a dietary change needed. Each student has access to the Flik registered dietician, who will work directly with the student and Flik chefs to create specific designed menus for the day as needed.

Lost & Found

Each school office has a lost and found for items lost at school. If the student has lost their item on the bus, please contact the Transportation office (808-842-8329).

In order to identify lost items easily, your child's name should be clearly marked on all personal belongings that are brought to school. All attempts will be made to return the item to its rightful owner. Several times during the year, unclaimed articles are donated to the KS Thrift Shop located at the Terminal.

CITIZENSHIP BEHAVIOR A COMMITMENT TO APPROPRIATE CONDUCT

Mōhala i ka wai ka maka o nā pua.

Unfolded by the water are the faces of the flowers

Flowers thrive where there is water as thriving people are found where living conditions are good.

To ensure a loving, safe, and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit to a discipline process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

The Kamehameha Schools believes in a positive, progressive approach to discipline by which the kuleana, ho'oulu, and appreciation of the student is facilitated through critical reflection. By way of this approach students are handled with compassion as we seek to restore mind, body, and spirit.

We believe in...

- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses best practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of grade level/outreach counselors and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multi-tier approach for student support

Ka Loina Lawena Pono

Ke mahalo nei au i Ke Ali'i Pauahi no kona
lokomaika'i.

A Commitment to Appropriate Conduct

I am grateful to Princess Pauahi for her generosity.

I lālā kūpono o ka 'ohana o Kamehameha, e
hō'ihi ana au i ke Akua, ko'u po'e kūpuna, ko'u
'ohana a me ke kaiaulu i ka hana pono.

*As a steadfast member of the Kamehameha family,
I will honor God, my ancestors, my family and the
community with righteous actions.*

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, the Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

Citizenship Behavior

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, action will be taken when students choose not to honor and accept their kuleana as a member of our Home Ho'ona'auao. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of themselves, Kamehameha, people, and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

KS campuses may include additional or alternative disciplinary consequences to maintain a safe and orderly learning environment. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the Head of School.

LEVEL 1

Discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Dishonesty
- Disobeying authority
- Dress code violation
- Excessive tardiness and/or absence
- Failure to follow established rules
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices laptops, etc.)
- Misuse of school property
- Physical contact (horseplay)

Possible Consequences – Depending on the severity and/or frequency of infraction:

- Detention
- In school restriction
- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computers
- Time-out
- Verbal warning
- Written incident report
- Written reprimand

LEVEL 2

Discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

Infractions – Examples include, but are not limited to:

- Cheating and/or plagiarism, or other forms of academic dishonesty
- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students
- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

Possible consequences – Depending on the severity and/or frequency of infraction:

- Behavioral contracts
- Conduct probation
- Continue more stringent Level 1 consequences
- Detention
- Extended restriction of school issued computer or electronic device usage
- In-school restriction
- Outside counseling
- Restitution
- Restriction from school events/activities
- School counseling

- Suspension

LEVEL 3

Discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

- Being present where tobacco, drugs or alcohol are being used, or evidence of use exists
- Gambling & betting
- Inappropriate public display of affection
- Minor theft
- Misuse of school electronic devices, including computers
- Physical assault
- Serious acts of defiance and/or insubordination (includes failing to cooperate or providing false information during a student investigation)
- General sexual misconduct (includes, but is not limited to severe or excessive public displays of affection)
- Unmodified level 2 behavior
- Vandalism, graffiti, and/or other forms of destruction of property

Possible Consequences– Depending on the severity and/or frequency of infraction:

- Community service
- Continue more stringent Level 1 and/or 2 consequences
- Drug/Alcohol assessment/counseling
- Financial restitution
- In-school restriction
- On campus work assignment
- Outside counseling (at parent expense)
- Release from school
- Repossession of school property/equipment
- Restriction from school events/activities
- School counseling
- Suspension

LEVEL 4

Discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions– Examples include, but are not limited to:

- Chronic absences
- Extortion

- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft
- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers.
- Serious sexual misconduct
- Tampering with, damaging or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

Possible Consequences– Depending on the severity and/or frequency of infraction:

- Alcohol and/or drug testing
- Continue more stringent Level 1, 2 and/or 3 consequences

LEVEL 5

Discipline addresses behaviors which have not responded to Level 1 through 4 intervention, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:

- Arson
- Bomb threat
- Burglary
- Major theft
- Possession, threat or use of a dangerous instrument or weapon (including replica)
- Sale or distribution of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia
- Serious physical assault
- Serious sexual offenses
- Terroristic threatening

Possible Consequences: - (Depending on the severity and/or frequency of infraction):

- Continue more stringent Level 1, 2, 3 and/or 4 consequences

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

There are two types of release categories:

- Release with prejudice: the student is released from Kamehameha Schools Kapālama without the option to reapply for admissions during their high school tenure.

- Release without prejudice: the student is released from Kamehameha Schools Kapālama with the option to re-apply through the admissions process for the following school year.

Pu‘uhonua

Students who admit to a Principal, Assistant Principal, Vice-Principal, Dean, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer of will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family’s expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

Out-of School and Off-Campus Behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Appealing a disciplinary decision

Only disciplinary decisions by the po‘o kumu that result in a release may be appealed to the Po‘o Kula. All other disciplinary decisions by the po‘o kumu or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the po‘o kumu or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has ten business days to appeal the decision to the Head of School in writing.

Appeals must be based on one or more of the following specific factors:

- The presentation of new information regarding the situation that was not available during the original investigation
- A potential lapse or error in applying the school’s procedures applicable to the situation based upon the school’s discipline process

Once the written appeal has been received, the Head of School will review the information gathered by the po’o kumu (or designee). If the Head of School determines that there are sufficient grounds for the appeal, a time will be scheduled for the Head of School to meet with parent/guardian(s) and the student, and if deemed necessary by the Head of School, with the po’o kumu. If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.

After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and po’o kumu within a reasonable time. The decision by the Head of School is final and not reviewable.

STUDENT SUPPORTS AND SERVICES

Students with disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A “qualified person with a disability” refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity. Please contact your child’s Dean of Student Well-Being if you have any information to share or inquiries regarding this policy.

Multi-Tiered System of Supports (MTSS), our Learning Intervention Process

Through a whole child approach, Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

Kamehameha Schools has developed a progressive Multi-Tiered System of Supports (MTSS) to provide parents with a general framework for our process to provide support to students to help them be successful. The process moves from the simplest teacher-student interventions to more

complex supports coordinated through a Student Success Team (SST), which is a multidisciplinary team, led by a school administrator.

Tier 1: Core Supports provided to ALL students

KS provides all students with a safe and nurturing learning environment.

With a focus on student-centered learning, teachers provide personalized instruction as needed for each and every student to be successful.

Tier 2: KS supports provided to SOME students

Students who are identified as needing additional support are reviewed by the SST to develop a Student Success Plan. Parents are kept closely involved.

Tier 3: Community Supports provided to FEW students

As part of a Student Success Plan, the SST, in partnership with ‘ohana, recommends and helps to coordinate support in the community beyond what KS can provide.

If the student’s needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School’s Administrator to the Po’o Kula for disenrollment.

Questions and concerns

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child’s education, the following process is suggested:

- a. If the issue concerns your child’s learning, approach his or her teacher first. You may also contact your child’s school counselor.
- b. If the concern or question is not resolved satisfactorily, please contact the Hope Po’o Kumu or vice principal.
- c. If the concern or question is not resolved satisfactorily, please contact the Po’o Kumu or principal.

Student Support Services

Student support teams comprised of School Administrators, School Counselors, Behavioral Health Specialists (BHS) and Learning Support professionals at each division ensure continuity in providing whole child support and resources.

Academic probation

Students performing at unsatisfactory or marginal levels, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage

students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

Students may not be eligible for participation in school organizations, clubs or extracurricular activities while on academic probation.

ACTIVITIES AND STUDENT ENGAGEMENT

Extracurricular and co-curricular activities are an essential part of a well-rounded education. Kamehameha Schools offers a broad spectrum of activities for its students with opportunities to sharpen their skills in leadership, sports, academics, community service, culture and the arts. These activities reinforce lessons learned in the classroom, allowing students to apply those lessons in a real-world environment. Following are just some of the ways we help foster academic success outside of the classroom.

Student Government

Students can develop their leadership skills by serving as a student government representative. Each Kamehameha middle and high school student is represented in student government in two ways. First, as a Member of the Associated Students of Kamehameha Schools (ASKS) or Associated Students of Kamehameha Middle School (ASKMS) respectively and, secondly, as a member of a class.

Middle and High School students pay annual ASKS/ASKMS and class dues which are included in tuition and fees. These dues are deposited in the ASKS/ASKMS and class treasury accounts and are used for student-related activities including, but not limited to, class and school socials, dances, proms and assemblies. The student council appropriates these funds.

Elementary School students also have an opportunity to serve their school by being selected into 'Aha 'Ōpio student leadership. Elementary student leaders learn the foundations of leadership, help to plan our school wide events, get to practice their public speaking skills and collaborate with each other to solve current elementary situations.

Students seeking to run for student government offices and leadership roles must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have approval from the school's Student Leadership & Activities Director (HS), class advisor (HS), Dean of Student Leadership (MS) or Student Activities Coordinator (ES).

Applications for student offices are available from the Student Activities Office. If a student leader currently holding office is placed on conduct or academic probation, their student government voting privileges will be revoked.

Special-interest clubs

The high school offers a variety of clubs, each led by a faculty or staff advisor and united under a club charter. All clubs must be sanctioned by the Associated Students of Kamehameha Schools (ASKS/ASKMS) before they may use school facilities and/or fundraise.

High school clubs meet during designated times during the week. Students may join more than one club if they can meet the attendance and participation requirements of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through the school's daily bulletin.

The middle school also offers a variety of special-interest clubs led by faculty advisors and meets during the designated activity period of a school day. A club catalog and instructions on how to join clubs will be shared through the student's advisory teacher.

At elementary school, they offer a variety of afterschool enrichment offerings throughout the school year. Vendors come onto campus and run their programs for a fee with our elementary students.

Admission to Athletic Events

Each Kamehameha student is entitled to admission to all regular Kamehameha Interscholastic League of Honolulu (ILH) athletic events when he or she presents a valid Kamehameha ID card at the gate. There is an admission fee to attend all gym sports and varsity football games held on campus. In addition, when Kamehameha Schools hosts a Hawai'i High School Athletics Association (HHSAA) Championship, ticket prices will be dictated by the HHSAA. Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with your coach or the HHSAA website at www.sportshigh.com for more information. If you have any questions, please contact the Athletic Department at 842-8855 for details.

Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact the KSK Office of Finance & Administration.

Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo

The name “Kamehameha Schools” and the I Mua Warrior logo (shown on the right) are used and protected as trademarks, service marks, and trade names under federal and state law. They are considered the valuable intellectual property of KS and it is important to protect them and use them properly.



For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Dean of Student Activities.

Safety & Security

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 842-8320 or 842-8332 (A security officer is present at the Makuakāne Main Gate 24/7).

Campus Access Procedures:

Access to the campus is strictly controlled from 8AM to 2:30PM and 7 PM to 6:30 AM during regular school days of the regular school year (August through May). Procedures during the summer may vary in accordance with Summer School and other program hours.

The campus access procedures are as follows:

- New Kapālama parking decals shall be issued to parents/legal guardians and sponsors.
- All vehicles shall permanently affix the decal to the inside of the front windshield in the lower left-hand corner and all occupants must show a valid photo ID.
- Visitors must make arrangements with their respective campus offices 24 hours in advance via phone and/or email. Unannounced visitors will be subject to delay or may be turned away.
- Upon arrival, all visitors shall report to the designated campus office.
- Unit offices will issue visitor passes which must be worn for the duration of their visit.
- Prior to departure, visitors shall check out at the designated campus office.
- Offices shall notify the Makuakāne Main Gate if a visitor does not show up.
- Parents dropping off tardy students shall be stopped and shall contact the school office for authorization to enter. The school office may call the Makuakāne Main Gate directly to authorize access.
- Parent Volunteers shall be allowed access if they have the parking decal, KS parent volunteer ID card and a valid photo ID. Clearance for volunteers is handled by our [KOA'E](#) (Kapālama 'Ohana and Alumni Engagement) department.

Common areas on the Kapālama Campus including the Makuakāne, Puna, and Makanani gates are equipped with video monitoring equipment. These common areas and all entry to and exit from the campus is monitored through the campus security camera system for the protection of faculty, staff, students, and parents.

Visitors and Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must stop at the maingate to check in with security. They must then report to the school office before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or

staff. Upon KS' request, at the end of the visit, visitors must report back to the unit office, sign out and return the KS ID badge.

KS depends on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer application form available at the principal's office.

Before working directly with the students, volunteers may be required to complete the following:

- an annual criminal history record check. This information is kept in a confidential file
- annual KS volunteer training certification
- a valid TB clearance on file if anticipated to have contact with K-12 students for more than thirty cumulative days within a twelve-month period

Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS' request volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking including the use of electronic smoking devices (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, KS vehicles and rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, KS reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Policy on Appropriate Interaction with Students

Kamehameha Schools (KS) expects faculty and employees (collectively "staff") who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times. Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention

beyond what is required for the performance of one's job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member's termination.

Policy Prohibiting Discrimination, Harassment, Intimidation or Bullying (HIB)

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student's ability to learn and enjoy his or her educational experience.

"HIB" is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.

Policy Prohibiting Violence in the Learning Environment

KS prohibits violence by anyone in its workplace, which includes the KS learning environment. KS prohibits any bullying, intimidation, threats of violence, acts of violence, and any other behavior that violates its procedure on the Prevention of Workplace Violence. This includes the presence and/or possession of weapons (except by law enforcement) on KS property. Any incident should be reported immediately to permit KS to take appropriate action.

Policy Prohibiting Sexual Misconduct

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support, and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

"Sexual Misconduct" is any form of sexual harassment, exploitation or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

How to Make a Report

Students who wish to report any violations of school policy contained in this Handbook, or wish to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use) should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po'o Kula (collectively, "Student Supporters"). If the student reporter is a victim, the student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

Students are also encouraged, but not required, to make a report online with KS' Hi'ikua Student Helpline or Report It form (while on campus). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
 - Toll free: 1-844-284-2640
- To access the Report It form:
- Online: bit.ly/ksksaysomething

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities.

Corrective Action

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

Off-limit Areas of Campus

To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are NOT allowed in the following areas during the regular school day:

- Unsupervised areas
- Parking lots
- Areas where construction is in progress, including buildings undergoing renovation
- Dormitory areas (off-limits to both residential life and day students)
- Unescorted on another school campus
- Forest areas
- Physical Plant buildings

- Any other areas deemed unsafe by KS faculty or staff

Securing Valuables

To help safeguard valuable items students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. KS reserves the right to search student lockers, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures are justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting Child Abuse and/or Neglect

KS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, KS strives to balance the rights of students with the rights of parents and family members.

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff are required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in your Child's Custodial Status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parents and legal

guardians to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective unit office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is KS' general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship etc. However, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.

Island-Wide Emergencies

Kamehameha Schools has a campus-wide emergency response plan designed to provide administrators, faculty and staff with a guide for emergencies. The goals of the plan are to:

- Ensure the safety and security of students, staff and visitors
- Minimize disruption of academic programs and business operations
- Minimize property losses
- Assist the community in time of emergency

KS's emergency operations plan is activated any time a Hawaii Emergency Management Agency (HIEMA) warning is issued. In such a case, parents can obtain information about school or their children in the following ways:

Emergency Communication

School Messenger/RAVE: Schoolwide communication systems that can send broadcast emails, recorded phone messages, and texts.

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSSK 590 AM; **KKEA** 1420 AM; 92.3, I-94 and 93.9 FM; and KINE 105.1 FM

Telephone calls: In the event of an emergency, parents may call KS' main switchboard at (808) 842-8211 or toll-free at 1(800)842-IMUA. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

Evacuation of Students:

If students must be evacuated, school personnel will ensure that students are moved to a safe location. The following are evacuation centers by grade level:

<u>Grade Level</u>	<u>Evacuation Center</u>
'Ulupono Preschool	Kekūhaupi'o Gym (Terminal)
Grades K-6	Kamāmalu 1 st floor
Grades 7-8	Kekūhaupi'o Gym-main floor
Lower Campus	Kekūhaupi'o Gym-main floor
Upper Campus	Ke'elikōlani Auditorium

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Kapālama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

Family emergency plans:

All families should have their own emergency plans. Parents should review those plans regularly with their children.

If you have questions about the KS emergency response plan, call each individual school office.

STUDENT TRANSPORTATION

Bus Transportation

Kamehameha Schools provides commuter bus transportation to and from the Kapālama Campus for students living in rural and outlying areas of the island. Terminal buses transport students between the School Street bus terminal and campus both before and after school. Shuttle buses transport high school students to and from upper campus classes. KS also provides bus transportation for field trips, athletic events, and other KS-sponsored events and activities.

Bus Terminal Service

Terminal bus service to campus is provided from the KS Bus Terminal located at the corner of School Street and Kapālama Avenue. Terminal departure and arrival times are determined by each school's schedule. KES does not utilize the terminal for elementary students.

Commuter Bus Application & Fees

The commuter bus application can be found on the transportation website at <https://apps.ksbe.edu/transportation/>. Commuter bus applications are to be completed annually. Open enrollment for bus service begins on May 1st for the upcoming school year.

The cost of bus service is reviewed and subject to change on an annual basis. The fee for bus service can be found in the transportation guidelines on the commuter bus application.

Bus Passes

Students are required to show their bus pass to the bus driver and scan on/off when boarding and disembarking the bus. Bus passes are mailed out before the start of the school year and are non-transferrable.

A \$10 replacement fee will be assessed for any lost, stolen, or damaged bus pass. The fee will be applied to the student's FACTS account. Any defective bus passes will be replaced at no fee.

Bus Change Requests

All requests for bus service, change of service, and cancellations need to be submitted via email to transportation@ksbe.edu or by phone at (808) 842-8329 Monday-Friday (7:30am - 3:30pm).

Any KES afternoon transportation change, requires notification to the school office. Notification should be in writing or by phone no later than 11:00am on the day of the change. Changes requested after 11:00am should be for emergency situations only.

Cancellations for bus service should be submitted in writing and include the bus pass that was issued to the student. Cancellation requests should be mailed to:

Kamehameha Schools Transportation Department - Building #30
1887 Makuakane Street
Honolulu, HI 96817

Bus Passenger Code

While riding Kamehameha Schools' buses and/or vehicles, students are under the direct supervision of the driver. The driver shall be responsible for enforcing and reporting any infractions of the Kamehameha's School Bus Passenger Code to school administrators. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

- Bus Passes ARE NOT TRANSFERABLE.
- Students giving their passes for others to board will be removed from the bus roster and privileges may be revoked.
- Unauthorized use of a bus pass will result in disciplinary action.
- Disciplinary action will be the responsibility of the student's administrators.

All students and passengers riding school buses, including faculty, staff, and guests, shall abide by the school bus passenger code noted below. Failure to comply may result in suspension or loss of bus privileges:

1. Before boarding the bus, students shall:

- a. Use the restroom. The bus will not make restroom stops en route.
- b. Be on time at the designated school bus stop to help keep the bus on schedule.
- c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
- d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in a single-file manner and not rush to board the bus.
- e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- f. Use the handrail and watch their step when boarding the bus.
- g. Balloons are not allowed on the bus.

2. While on the bus, students shall:

- a. Keep heads and/or hands inside the bus at all times. No outside yelling or obscene gestures will be tolerated.

- b. Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.
- d. Never tamper with the bus or any of the equipment.
- e. Keep all books, packages, coats, and other objects out of the aisles.
- f. Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
- g. Not throw ANYTHING out of the bus window.
- h. Remain properly seated while the bus is in motion with seat belts on. NO STANDING OR SITTING ON THE BUS FLOOR.
- i. Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
- j. DO NOT EAT OR DRINK on the bus.
- k. Obey all instructions from the bus driver.

3. After leaving the bus, students shall:

- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
- b. Observe the following crossing procedure when crossing the street with the assistance of a bus driver:
 - i. Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - ii. IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.

Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless advanced authorization has been given by school officials.

4. Bus Seat Belt Procedures:

- a. The school requires that all students riding in the school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- b. Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.
- c. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
- d. Students refusing to use seatbelts in a legal and safe manner will be subject to disciplinary actions.
- e. Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

5. Bus assignments:

- a. Students may be assigned to ride designated buses at specified times and locations.
 - b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator.
 - c. Special written requests will be reviewed on a case-by-case basis by the transportation manager.
 - d. The driver may assign students seats on the bus, if necessary.
- 6. Lost and found items**
- Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.
- 7. Corrective Action**
- KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern (SNC) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.
- 8. In Case of Emergency**
- In the event of an emergency, the driver shall stop at the nearest safe location to make reasonable efforts for self-protection and protection of passengers.

Drop-Off & Pick-Up from Bus Sites

Parents/guardians are asked to drop-off and pick up their student in a timely manner. Times and locations of the commuter bus schedule can be found on the Transportation website at <https://apps/ksbe.edu/transportation/>.

Grade K-3 afternoon bus pickup procedure

Grade K-3 students must be met at the bus doors by a parent/guardian/responsible adult in the afternoons. The K-3 student will remain on the bus until secured, and a parent/guardian/responsible adult is able to meet the bus at the final stop to pick up the student. If no one is present to pick up a student at the bus stop site, the student will be returned to campus and be taken to the elementary school office.

Lost & found

All lost & found items are taken to the Transportation office. Please contact the Transportation office at (808) 842-8329 to inquire about any lost & found items.

Notice of use of video and audio recording devices on buses

For the safety of the passengers and drivers, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

Driving and parking on campus

All drivers are expected to obey speed limits and all traffic signage and markings while driving on campus. Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day unless they have obtained a Kamehameha student parking decal or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

If any student is suspected of being under the influence of any impairing substances, they will not be permitted to operate a vehicle. They will be detained on campus until a parent or other designated adult is able to provide them with safe transportation to depart campus.

Student parking

For students who wish to drive and park on campus, please see the [Student Driver's Manual](#). For questions regarding student parking, please call the 'Akahi Student Center at (808) 842-8531 or email at AkahSC@ksbe.edu.

STUDENT HEALTH

Health Services

The Health Services Department (HSD) is responsible for providing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students. All health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Student Health Services Director and Health Services Manager oversee the care provided by the nurses.

The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community.

HSD staff provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen at a health room, although there may be a charge for supplies.

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking a pertinent history and physical examination to determine the health problem.
- First aid is the provision of healthcare for minor conditions identified through the clinical assessment. The nurses follow treatment protocols as approved by the Kamehameha Schools' Student Health Services Director and Health Services Manager, as licensed medical providers.
- Initial care for urgent/emergent conditions is the provision of available healthcare services to help stabilize the serious condition until more definitive care can be received at a setting that can provide a higher level of care.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, final and complete responsibility for the health of the student rests with the parents/guardians.

Contacting parents/guardians

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. KS staff will call 911 first. Then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

IMPORTANT: Please ensure that your primary contact and emergency contact information is kept current.

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the child may result in a delay in the child's ability to return once healthy. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from school for the following:

- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Any illness or injury that prevents participation or could pose a risk to another student's health.

If a student is assessed by the health room and needs care by an outside medical provider, a Request for Medical Evaluation form will be provided to parents to be completed by the medical provider or facility. If the student does not have this form, a private medical provider's written

clearance with noted restrictions as applicable is acceptable. A completed Request for Medical Evaluation or a separate medical provider's written clearance is required for the student to return to school. For the most current guidance pertaining to COVID-19, visit: <https://www.ksbe.edu/malama-ola>

Please note health policies and procedures are subject to change based off guidance from CDC and Hawaii State Department of Health.

Medication administration

HSD staff or their designee will administer prescribed medication if requested by a student's parent/guardian. A completed Request for Administration of Medication (RAM) form must be submitted each year for each prescribed medication that KS medical staff or their designee will administer, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) and mood stabilizers should not be carried by student on campus and should be administered at home before school or administered by a nurse in the health room. CBD products are not permitted to be possessed by students.** Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report to the health room for their medication, and students will be responsible for ensuring that they keep the non-expired medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

Hours of service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day, generally from 7:00 a.m. to 3:00pm. Students should make every effort to visit the health room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care. Health room contact information is as follows:

- High School: At Hale Ola Building. 808-842-8075
- Middle School Health Room: Located in the Kaoleioku Building. 808-843-3459
- Elementary School Kalanimōkū Health Room: Located across from the Keku'iapo'iwa Dining Hall. 808-842-8606.

Returning after illness or injury

All students returning to school after an absence for illness, injury, or other medically related condition must readmit through the student's health room with a note from his/her healthcare/medical provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and
 - o The student saw a healthcare/medical provider during that period; or
 - o The student has any new medical restrictions.

If a student was evaluated by a healthcare/medical provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private healthcare/medical provider's clearance note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted, regardless of the length of the absence. Please note health policies and procedures are subject to change based off guidance from CDC and Hawaii State Department of Health.

Returning to school and activities after a concussion

Kamehameha Schools Concussion Prevention and Management Program has been created to ensure that students return to school activities safely. It applies to all students and is in accordance with national best practices and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and postinjury testing which are used in conjunction to determine if a patient can safely return to an activity. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must be evaluated by a healthcare/medical provider and if diagnosed with a concussion must complete the KS return to school/activity/play protocols, whether or not a student sustained a concussion while participating in a KS activity.

Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare/medical provider who is able to provide medical clearance (advanced practice registered nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management). Residential Life students can be evaluated by a

community healthcare/medical provider as mentioned above or by a KS healthcare/medical provider (such as a physician or advanced practice registered nurse).

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare/medical provider who is qualified to do so. Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to activity/play protocol. A healthcare/medical provider's clearance to return to activity/play is considered clearance to begin the KS return to activity/play protocol, and will not be treated as clearance to return to the KS athletic activity.

Even if the student does not participate in sports/athletics, they will still need to complete the KS return to activity/play protocols with our KS Athletic Trainers to be able to return to Physical Education (PE) and other physical activities that occur while in school.

For more information regarding the return to activity/play protocol please read the Athletic Health section of this handbook. For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at

http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf

Behavioral Health Services

The Mālama Ola Behavioral Health (BH) Department is responsible for the well-being of students through mental health services and whole childcare coordination. The Behavioral Health Specialists (BHS) are available to provide crisis assessments, depression risk screenings, mental health counseling, as well as to assist students and their caregivers in the coordination of outpatient community mental health services as needed.

Each Kamehameha Schools K-12 campus has BHS who are licensed or operate under the licensure of a BH Supervisor. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselors, Administrators, Residential Life Staff, friends, and 'ohana. Depression screening occurs in the health rooms, and nurses may also refer students.

Students in crisis are assessed by BH staff for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist or sent to the ER. Parents are contacted if BH staff have assessed and addressed a safety concern with a student.

Behavioral Health medical leave and readmission

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school, and Residential Life program (if applicable). If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school and/or Residential Life program (if applicable).

Hours of service

BHS are typically available from 7:30-3:30 for behavioral health related services. Residential Life BHS are typically available between 9:00-5:00 and are on-call for crisis after hours. BH staff contact information is as follows:

Kapālama Campus Behavioral Health Specialists- Contact Information			
Elementary & Middle School	High School	Residential Life	Behavioral Health Manager
Eva Chau 842-8717	Supervisor: Samantha Landry-Smith (Day students) 842-8251	Supervisor: Maile Mundon (Residential Life) 842-8141	Waianuheha Getgen 842-8063
Rachel McCoach 842-8959	Marissa Garwin 842-8335	Christina Rezentes 842-8555	
Kate Kahoano 842-8894	Karla Silva-Park 842-8862	Lauren Melendez 842-8666	
Robert Sepulveda 842-8583	Mina Casey-Pang 842-8933	Ahmal Allen 842-8955	
	Udella Auyoung 842-8120		

Health records

An electronic health record is maintained for each student and contains information as provided regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the health room of changes to their child’s health record or other medical information by contacting the student’s health room.

Health services and behavioral health services provided to students are documented in the health record. Behavioral health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content may be disclosed externally to authorized individuals such as healthcare providers and may be shared internally when there is a legitimate educational impact or safety concern.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority.

Student accident insurance

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance or serves as primary insurance for those who are uninsured. Kamehameha Schools requires students to be insured if they wish to participate in athletics.

BUSINESS MATTERS

Tuition & fees

It has been a long-standing policy of Kamehameha Schools that parents support their child's education by bearing a portion of the cost of that education. The charge for tuition and fees for students enrolled in full-time Kamehameha Schools educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program. At most private schools, families cover 70 to 90 percent of the per-pupil cost of the program through the tuition and fees that they pay. At Kamehameha, families are asked to cover only about 12 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid to cover the remainder of the costs except for a \$100 minimum family contribution that is required of all students.

School charges

In addition to tuition/boarding fees, parents will be billed by FACTS Management Company for other charges for which a student is responsible. These charges may include but are not limited to: replacement ID cards, library book replacement fees, lost or damaged computer equipment, lost textbooks, AP Exam fees, boarder airfare, athletic uniforms, etc. If there are any questions regarding the charges billed, your inquiry should be directed to the Kamehameha Schools Cashier's Office at (808) 842-8084.

Fee amounts

Students will be charged the following amounts, as applicable to their FACTS accounts:

Course fees	See catalog of courses (high school)
Replacement ID Cards	\$10.00
Replacement bus pass	\$10.00

Students will be charged the following amounts through the High School Student Activities office:

Parking (student decal)	\$150.00
Temporary parking (One-day pass)	\$2.00/day
Traffic Court Fines	\$10.00 - \$25.00

Payment of bills

Information on where to send payments is included with your Enrollment Agreement. If you have any questions regarding your child's billing account, FACTS Management Company or payment questions, please contact the Cashier's Office at 808-842-8084 or email ar@ksbe.edu. All payments must be kept current. If you are experiencing hardship, you should contact the campus finance office at 808-842-8694 or email kskfinance@ksbe.edu to arrange for a payment plan. Tuition and fees accounts must be cleared prior to the start of the school year or the

student's enrollment could be jeopardized and/or your account could be sent to a collection agency for follow up.

Prorated payment of fees if student is released

If a student is released during the school year, the financial responsibility for tuition will be prorated up to the last day that the student attends school. Student fees will not be refunded, reduced or waived. Any refunds or adjustments will be made within 60 days of such release.

Financial aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children's education. KS provides financial aid to families who have clearly demonstrated financial need, giving priority to families on public assistance. Awards may be full or partial, and families must reapply every year.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus or inter-island air transportation. Any other expenses that are covered by financial aid are determined by the recipient's grade level.

Expenses NOT covered by financial aid are as follows:

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- After school care programs
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal's office on each campus. Please consult with the principal on your campus to determine options available.

How to apply for financial aid:

Information on the 2024-2025 Financial Aid Program can be accessed online at <https://apps.ksbe.edu/financialaid/>. Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' O'ahu Resource Center at 808-534-8080 or 808-541-5300. Neighbor island applicants may call toll-free at 800-842-4682, press 2.

June 30th – Last day to complete an application to be considered for a financial aid award

If your child is invited to enroll at KS after June 30, 2024, please contact Outreach Support Services (Financial Aid) for application assistance.

Financial aid for summer school

Not all students receiving KS financial aid during the 2023-2024 school year will be eligible for financial aid if attending KS 2024 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the 2023-2024 school year.

Student records & directory information

Parent/student access to student records

Parents and students are allowed:

- To inspect, review and obtain copies of the student's education record.
- To request that others review the student's education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the principal or his/her designee.

Directory Information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Activities
- Clubs and sports
- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

IMPORTANT: Please notify the school office in writing IMMEDIATELY, if your home address or phone numbers change - including home, business and cell phone numbers.

INFORMATION TECHNOLOGY

Electronic communication with students, parents and guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- **Teacher's email:** Teacher's email addresses can be found in the [KSK Staff directory](https://www.ksbe.edu/staff_directory/kapalama_campus/) https://www.ksbe.edu/staff_directory/kapalama_campus/
- **Infinite Campus:** <https://ohana.ksbe.edu/> is a web-based system used to monitor student grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to Infinite Campus (IC). Parents will receive information when their child enters Kamehameha Schools.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their child(ren)'s grade level unit office so that the same information may be sent to them via U.S. mail.

Use of KS mobile devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (a laptop computer or an iPad) and allows students the use of its internet, intranet and email systems to support education-related communication and research. Prior to independent use of a device, both students and parents must complete a mandatory Digital Citizenship training and submit their signed Parent-Student Contract. Failure to complete these actions will result in a delay of student access to the device. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in

disciplinary action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at <https://ohana.ksbe.edu/>

KS Technology Acceptable Use

Guidelines for the proper use of KS mobile devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended will be taken to the Vice Principal's office and a search conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Ask a teacher or computer lab resource person if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup schoolwork data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Only authorized equipment can be connected to any KS system and KS equipment should not be altered to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.

- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Your school-assigned device should not be used by others.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.
 - Print all assignments in black and white, unless given approval to print in color by their teacher.
- KS does not provide technical support for printing at home.
- Do not clear your devices' internet browser history.
- Really Simple Syndication (RSS) feeds may only be used with teacher permission.
- Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
 - If a student's use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
 - Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the proper use of the KS System

When using the KS System you must observe the following practices:

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain the username and password of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.

- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restrict use to individuals ages 13 years and older.
- Images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures should not be included as part of your student account.
- Wallpaper should be appropriate media.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing, and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be civil and courteous when communicating via the KS System

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online - including full name, telephone number, address and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Keep photos, lifestyle and other personal information private on social media sites.
- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.

- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

Use the KS System in a manner that does not harm the KS Network

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.
- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
- Do not use the KS system to harm others, alter other people's materials, or misrepresent your identity.

Obey copyright and trademark laws

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

Disclaimer of content transmitted over the KS Network

- No confidentiality or privacy in Content
- All KS systems, including its email system, may be monitored by authorized school officials from time to time for educational purposes, and therefore there is no guarantee that the content provided over the system is in any way deemed private or confidential. System users may not claim copyright ownership rights over this content.

No warranty of service or accuracy/integrity of content of the KS System

- KS makes no warranty for the service that it is providing.

- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.
- KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, mis-deliveries or service interruptions.

KE KULA HA`AHA`A (Elementary School)

KES VISION

Building the kahua for our E Ola! Graduates to know, love and serve Ke Akua Manaloa and kānaka in their 'ohana, kaiāulu, lāhui Hawai'i, pae 'āina o Hawai'i, and honua.

KES MISSION

Cultivate an elementary experience that is safe, nurturing, rigorous, and authentic by providing a personalized Hawaiian culture-based education that enables our haumāna to discover their 'i'ini and reach their potential as we establish the foundation of the E Ola! Graduate.

Academic and general information

KS Kapālama Elementary School is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women in spirit, mind, and body and to use their talents and abilities to contribute positively to the world.

Students are required to adhere to all curricular requirements of the Kamehameha School's program, including but not limited to participation in Christian education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at piko, assemblies, and Founder's Days.

Daily schedule

The Elementary school day begins at 7:40 a.m. and ends at 2:30 p.m. on Mondays, Tuesday, Thursdays, and Fridays. On Wednesdays and other designated early out days, the school day begins at 7:40 a.m. and ends at 12:30 p.m.

KES Kapalama School Website: The [KES Kapalama School's Web site](#) features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and a faculty contact list.

For daily absence reporting

- Parents may call the 24hr. Attendance Hotline at (808) 842-8384.
- If calling between 6:30a - 2:30p, please call the office directly at (808) 842-8383.

For anticipated absences

If absence is unavoidable, please follow the procedures below:

- b. Notification of planned absences must be submitted to the school office via the School Leave Form (see appendix or access the form online at https://www.ksbe.edu/education/kapalama/elementary_school/resources_ohana)
- c. Your child's teacher(s) will communicate with parents regarding the impact the absences will have on his/her academic progress.
- c. Students are responsible for obtaining and completing missed assignments.
- d. The Hope Po'o Kumu will engage parents in a conversation to determine the impact of attendance on their child's academic progress and social emotional well-being. Discussion may include consideration of placement on Attendance Probation.

Excessive absences/tardiness

Excessive absences and tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's academic and social progress. Administration will review problematic attendance records. Collaboration with parents will be sought to remedy the situation. Chronic absenteeism and tardiness may be referred to the School Counselor and/or Behavioral Health Specialist for additional support.

Excessive absences

- At 6 absences in a semester - a parent will be alerted of their child's attendance status via a letter. Parents should communicate with the school to address any concerns.
- At 9 absences in a semester - a school administrator will contact parents to discuss support for improving attendance. The discussion may include the possibility of Attendance Probation.
- At 20 absences in a year - a school administrator will contact parents and arrange a parent-school conference to consider the student's continued enrollment at Kamehameha Schools Kapālama.

Excessive tardiness

- At 6 tardies in a semester - a parent will be alerted of their child's attendance status via a letter from their kumu.
- At 9 tardies in a semester - a parent will be contacted via a phone call to determine support for the student's timely arrival at school.
- At 12 tardies in a year, a school administrator will contact parents to discuss whether placement on Attendance Probation will be required.

When a student is placed on Attendance Probation, the following criteria will be applied:

- The student will receive Level 4 disciplinary action (see page 35)
- An attendance/tardiness contract will be formulated, and the length of probation period will be determined by the school administrator.

- All student absences during the probationary period require a healthcare provider's note.
 - Nature of the illness
 - Treatment
 - Directions for follow-up
 - Directions for activities (i.e., P.E. participation)
- The student's attendance record will be reviewed by a school administrator at the end of the probation period, and further actions, if any, will be discussed with parents.
- A student may be placed on attendance probation the length of which may vary depending on the circumstance.
- If improvements are made, the student may be removed from probationary status.

Student groupings

Homeroom teachers may group children flexibly across classrooms to best meet their instructional needs. In grades 4, 5 & 6, teachers are partnered to provide departmentalized instruction in core subjects while collaborating on integrated instruction across two classrooms.

Teachers

The students' homeroom program is enriched by special teachers of art, science (ʻŌiwi STEA`ĀM / Māla), library and media skills, Hawaiian language and culture, Christian education, music, physical education, and instrumental music.

Huaka'i/field trips

Students have opportunities to extend their learning beyond the classroom walls by attending grade-level and individual classroom huaka'i. Information is distributed to students and parents prior to the planned field trip activity. Regular school uniforms should be worn unless otherwise specified.

Homework

The purpose of homework is to help students become independent learners, reinforce skills, and complete daily assignments. Your child's teacher will communicate his/her expectations. To achieve this purpose, a cooperative effort between school and home is encouraged.

Examples of assignments include:

- Recreational reading
- Completion of daily work
- Reinforcement of specific skills
- Project or research work

- Writing tasks
- Sharing/discussion of experience

For best results, parents should provide:

- A quiet place free from distractions such as TV and digital devices
- A scheduled time and place for homework
- Proper homework supplies
- Interest and support

The following are approximate daily time allotments for homework. These may vary, as specific assignments are at the discretion of teachers. We are sensitive to the fact that our students face a long school day, especially if commuting, and have limited time for other non-school activities with friends and family.

K-1	10 - 20 minutes
2-3	20 - 30 minutes 30- 40 minutes
4-5-6	40 - 60 minutes

Please contact your child’s teacher to discuss any challenges your child may have with homework.

Student progress reports

Student progress reports help our teachers communicate your child’s growth academically, socially, and behaviorally. The following descriptions of grades are embraced at the different grade levels in the elementary school:

Grades K-6:

Academic Performance Indicators

Advanced (AD): Haumana is consistently achieving above what is expected at his or her grade level in this area currently, applying concepts in learning situations and/or independently using skills and strategies.

Proficient (PR): Haumana is achieving what is expected at his or her grade level in this area currently, applying concepts in new learning situations and/or using skills and strategies with minimal support.

Developing (DP): Haumana is nearly achieving what is expected at his or her grade level in this area currently, approaching learning expectations, applying concepts in learning situations and/or using skills and strategies with elevated levels of support.

Beginning (BG): Haumana is not achieving what is expected at his or her grade level in this area currently, despite elevated levels of support.

Not Applicable (N/A): This area was not assessed or taught at this time. It may have been assessed in an earlier term or will be assessed and taught later.

Learners' Productive Courses of Action Scale

A learner's productive courses of actions are the dispositions and behaviors that contribute to the student's progress in learning (growth mindset, self-efficacy, problem solving, innovation/creativity, collaboration, global competence, and work habits.

- Consistently
- Usually
- Sometimes
- Rarely

The grading scales may be used individually or for daily work and semester grades. Progress reports may be sent home throughout the school year for special subjects and interim reporting.

Academic Probation

Students performing at unsatisfactory or marginal levels, despite interventions by the school, will be placed on academic probation. Academic probation encourages students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

A student is placed on probation if, at the end of a semester, that student is not making satisfactory progress in language arts, mathematics, social studies, or science due to poor work habits. Academic probation runs for one full semester. While on academic probation, the student must attend daily study help or study hall sessions as required. Students may not be eligible for participation in school organizations, clubs, or extracurricular activities while on academic probation.

During the three-year period from grades 4 through 6, a student on academic probation for two (2) semesters will be subject to release from KS Kapālama Elementary School. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

Physical Education attire

Students in grades 4-6 wear P.E. shirts and shorts for P.E. classes. P.E. uniforms are available at the KS School Store, located on campus in the 'Akahi building and are open from Monday-Friday from 7:00 AM to 3:30 PM. Purchases at the store can be made by cash, Visa, or MasterCard. Please label your child's clothing as appropriate.

School-issued electronic devices

In addition to the tri-campus Technology Acceptable Use policies noted above, KES requires students to adhere to the following rules to ensure safe and ethical use of school-issued electronic devices.

- Device's trash should be emptied with permission from a KES staff member
- Hidden or deceptive storage systems, such as hidden folders, complex nested folders, mislabeled items, etc should not be used.
- The Internet should be accessed through detectable browsers such as Chrome or Firefox.
- Devices should not be used while being transported on KS buses or vehicles

Library information

The Hi'iilei Media Center is a place for quiet reading, researching, and creating. There are two librarians and a library assistant to service our students. Students may use designated computers to print their schoolwork, come in during recess(es) and enjoy a variety of activities. The operation hours are 7:15 AM - 2:30 PM during regular school hours and closed on school holidays and weekends.

Materials may be borrowed for approximately one week. (Reference books cannot be borrowed.) A daily fee of five cents is charged on all overdue library books not to exceed the original cost of the book. Lost or damaged books will be charged to the student's FACTS billing account. The restocking fee includes a non-refundable \$5 service charge. The deadline to return all library materials is two weeks prior to the end of the school year - **NO EXCEPTIONS.** Students with outstanding materials at the end of the school year will be charged at the following non-refundable rates:

- \$30.00 - Hardcover books (\$25.00 book + \$5.00 service charge)
- \$15.00 - Paperback books (\$10.00 book + \$5.00 service charge)
- \$5.00 - Magazines (no service charge)

Birthdays and outside snacks

Our school recognizes that birthday celebrations with classmates are special for our haumāna. If you would like to share a birthday treat, please make sure any food (i.e., cupcakes, cookies, donuts, etc.) is store bought or made in a commercial kitchen and can be easily disbursed by the kumu.

You may also donate a book or board game to the classroom for your child's birthday. Please feel free to contact your kumu for additional suggestions.

Party invitations should be distributed outside of school. In addition, delivery of balloons, flowers, and other gifts is not permitted.

Kapu/Prohibited Items

The school will not be responsible for loss of theft of kapu items. For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school:

- Toys or play equipment - except at the request of the teacher
- Gum, candy, soda
- Unnecessary money
 - If students need money to make a purchase at school, they should give the money to their teacher for safekeeping as soon as they arrive at school.
- Weapons or objects (real or imitation) that may cause an injury
- Flammable materials - lighters, matches, fireworks, poppers, etc.

Cell phones and smart watches

The school will not be held responsible for the loss or theft of any electronic device. Cellular phones and smart watches have become prevalent as a safety-security measure for families. These may not be turned on or used during the school day and must be securely stored. Students have access to phones in classrooms and offices if needed to communicate with parents/guardians throughout the school day. Unauthorized use of a cell phone and/or smart watch will result in the device being confiscated by the faculty/staff member observing the misuse and turned into the school office where the student may retrieve it at the end of the school day. If the device is confiscated after the dismissal bell it may be retrieved the next school day. Chronic misuse of either or both devices will be reported to the school office and may lead to disciplinary action (see "Student discipline" section, Level 1) and the device(s) will be confiscated and held for pickup by parents.

KE KULA WAENA (Middle School)

Academic and General information

The Kamehameha Schools Kapālama Middle School (KSKMS) program is focused on innovation in learning through interdisciplinary experiences to develop the whole child. Grounded in a foundation of Christian values and Hawaiian culture, our program is aligned to essential curriculum and specific organizational goals to improve learning while fostering students' passions. Keeping the needs of the middle school student in mind, student choice coupled with expected learning outcomes determine the direction of each student's path toward success.

The Middle School has 94 faculty and staff consisting of teachers, counselors, staff and administrators. Each adult has high expectations for the students' academic performance and appropriate student behavior. They help students to practice doing what is right (Ke Ala Pono) at all times. Thus, Hawaiian values, character education, and service-learning, are integral parts of the school's total curriculum. Proper conduct, both on and off campus, is expected of all students.

The Middle School strives to ease the transition from elementary school to middle school to high school. Being in middle school has its own challenges, as our young adolescent's question, ponder and explore the ever-changing world around them. Understanding what is happening to their physical, emotional, social, and spiritual self can be confusing at times. It is important that school and homework together create an environment that provides stability, structure, as well as a dose of flexibility, which is needed to allow students the opportunity to grow to their full potential.

The middle school model advocates building a sense of belonging and community. A strong emphasis is placed on teaming. There are eight teams, four at each grade level. Each team consists of about 80 students that are assigned the same science, social studies, Hawaiian language, and English teachers. This grouping allows for cross-curricular planning, coordination of field trips, testing schedules, and major projects. The middle school team fosters a "small school" feel, including an advisory. Advisory provides opportunities to build meaningful relationships with peers and an adult advocate, supporting each student's academic progress and adjustment to school and life.

We are committed to beginning and closing each week as a kaiāulu. We start every day with a wehena (opening), a way to build relationships and affirm ourselves as a kula Hawai'i (Hawaiian school). Wehena is held at Kaiona, the piko (center) of our KSKMS campus. The protocol that we have established at KSKMS includes pule (prayer), oli (chanting), mele (singing), and sharing of a mana'o (message) that is inspired by a Bible verse, 'ōlelo no'ēau (wise saying), or current event.

The KSKMS One-to-One (1:1) Learning Program offers every student an expanded set of new learning opportunities for both collaborative and self-directed learning. With a personal laptop available to them at all times, every student will be able to: possess an integral learning tool to gain the 21st century skills required to excel and compete globally; be empowered by and engaged with the curriculum; increase his/her knowledge and understanding of technology; and become constructors and designers of information and ideas.

Resources are available in the Learning Center and Innovation Labs providing critical elements for a quality learning environment. Through direct instruction students utilize available resources to integrate quality educational experiences and the design thinking process.

Excessive absences/tardiness

Excessive absences and tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's academic and social progress. Administration will review problematic attendance records. Collaboration with parents will be sought to remedy the situation. Chronic absenteeism and tardiness may be referred to the School Counselor and/or Behavioral Health Specialist for additional support.

Excessive absences

At 6 absences in a semester – a parent will be alerted of their child's attendance status via a letter which will include mandatory interventions (i.e. Saturday School). Parents are expected to communicate with the school to address the notification.

At 9 absences in a semester – a school administrator will contact parents to discuss support for improving attendance. The discussion may include the possibility of Attendance Probation.

Excessive tardiness

At 6 tardies in a semester – a parent will be alerted of their child's attendance status via a letter from their kumu.

At 9 tardies in a semester – a parent will be contacted via a phone call to determine support for the student's timely arrival at school.

At 12 tardies in a year a school administrator will contact parents to discuss whether or not placement on Attendance Probation will be required.

Attendance Probation

Students on attendance probation will have their attendance record closely monitored. If a student continues to be absent (excused or unexcused) they may be released. Absences due to illness will require a doctor's note.

Class schedules

Required and elective subject areas for Grades 7-8 are shown in the chart below. Our Catalog of Courses provides information regarding our course offerings and requirements.

Required courses

- ENGLISH
- MATHEMATICS
- SCIENCE
- SOCIAL STUDIES
- HAWAIIAN LANGUAGE
- PHYSICAL EDUCATION & HEALTH
- CHRISTIAN EDUCATION
- GUIDANCE
- ELECTIVES
- STUDY SKILLS
- Co-Curricular and/or Extracurricular activities
- Club and school committee meetings, rehearsals, student government activities and dances typically take place during the activity period and/or after school hours.

Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress. The following letter grades are embraced throughout the middle school:

Letter Grade	Assigned GradePoint
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Grade point average

The student grade point average (GPA) indicates the overall academic progress of a student using the following scale:

- 3.00 to 4.00 - Very good to excellent
- 2.00 to 2.99 - Average to good
- 1.00 to 1.99 - Poor to average
- Below 1.00 - Failing

Christian Education and Guidance are not computed into the grade point average. However, students must pass this class to be eligible for academic honors. Non-graded course requirements include clubs as well as participation in special events such as the mandatory Founders' Day Programs.

Incomplete grades

An "incomplete" or "I" will be given to students who have not completed their assignments in a subject area. Students have the first two weeks of the next quarter to complete necessary work and receive a grade. Any further extension of time must be determined by the school administration. No incomplete grades are given for the final grading period of the year.

No grading curves

Student achievement is measured by how well students meet a course's objectives, not by how well they compare to their classmates' achievement levels. Therefore, KMS teachers do not grade on a curve. There is no limit to how many students can earn As, Bs, and so forth.

Other reports of student progress

Kamehameha Schools is dedicated to the continuous development of its students. To monitor their academic success, the school reports student academic progress to parents throughout the year. Reports document achievements as well as concerns, so that efforts can be made to support students who are not making adequate academic progress. Following are some of the ways we report student progress:

- Student progress report - Issued when a student is earning a grade of C- or lower.
- Phone calls and emails concerning student progress may also be initiated by teachers and school personnel.

Celebrating student achievement

Kamehameha Schools believes in recognizing students who work hard to achieve a high level of academic excellence and those who serve as shining examples of good behavior and leadership. Following are some of the ways we celebrate student achievement

Academic certificates

Recipients of the following quarterly certificates are mailed home each semester.

- Po'o Kumu Award - GPA of 4.00 or all As on the quarter report card

- Po'okela Award - GPA of 3.50 - 3.99
- Hanohano Award - GPA of 3.00 - 3.49

Academic awards

Recipients for the following prestigious awards are selected by the Academic Awards Selection Committee consisting of Kamehameha administrators, teachers, and counselors. They are presented at the end of each school year.

- Principal's Award - This award recognizes outstanding Kamehameha students in grades 7 and 8. Award recipients must rank in the top 10 percent of their class. They must demonstrate qualities of leadership, citizenship and service to the community through student government, athletics, music, drama, service organizations or community projects. They must also have an exceptional attitude, positive outlook, responsible nature, and a willingness to contribute time and effort to help others.
- KSKMS Distinguished Scholars Award - Presented to students who attain a 4.0 GPA (all As) for the first seven quarters.
- Lela R. Brewer Award - Presented by each teacher to the most outstanding student in his or her class for the school year. Selection is based on academic performance and attitude.

Students on academic probation, conduct probation and those who have had to serve more than two hours of detention during the quarter upon which an award is based are not eligible for the above awards.

Grade promotion

In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a grade F in a single class for two or more quarters, must attend summer school and earn a grade C or better in order to be promoted. Make-up courses will be determined by the school administration. Students who fail two or more core classes in a school year may be released from Kamehameha Schools.

Academic probation

Students are placed on academic probation if they receive a grade F, two or more grade Ds or if their GPA falls below 2.0 during a given quarter. They remain on probation until the next grading period until earning a grade C or better in all classes.

The following policies are in place for students on academic probation:

- Parent/teacher meeting will convene to discuss supports for student
- Student is not permitted to represent the school in extra-curricular activities and honorary positions for a minimum of 2 weeks

- Students may also be taken out of extracurricular activities i.e. in-school clubs while on AP
- Students who remain on academic probation from one quarter to another are evaluated and monitored to review progress
- **Students who continue to have difficulties and show little evidence of trying to improve may be asked to leave Kamehameha Schools**

Teachers monitor students for progress and effort during the probation period. Students are expected to participate in study help sessions and complete all class and homework assignments.

Kapu/Prohibited Items

The school will not be responsible for loss of theft of kapu items. For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school:

- Wireless earbuds (AirPods, etc.) and over-ear headphones
- Toys or play equipment - except at the request of the teacher
- Gum
- Unnecessary money
- Weapons or objects (real or imitation)
- Flammable materials - lighters, matches, fireworks, poppers, etc

Please note: the school will not be responsible for loss or theft of kapu items.

Personal Electronic Devices

The school will not be held responsible for the loss or theft of any electronic device. Cellular phones, smart watches, wireless earbuds etc. may not be turned on or used during the school day and must be securely stored. Students have access to phones in classrooms and offices if needed to communicate with parents/guardians throughout the school day. Unauthorized use of a personal electronic device will result in the device being confiscated by the faculty/staff member observing the misuse and turned in to the school office where the student may retrieve it at the end of the school day. Chronic misuse of devices will be reported to the school office and may lead to disciplinary action (see "Student discipline" section, Level 1) and the device(s) will be confiscated and held for pickup by parents.

KE KULA KI'EKI'E (High School)

Academic and General Information

Our Academic Program

The mission of Kamehameha Schools is grounded in the Hawaiian culture and Christian values embraced by our beloved founder Princess Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women. Students are required to adhere to all requirements of the Kamehameha Schools academic program, including but not limited to participation in Christian education and attendance at chapel, Hawaiian cultural and languages studies, including 'oli and mele performance, Song Contest and attendance at Founder's Day events.

Students enrolled in HPU and/or ASU, Flexpoint, or GOA courses need to be aware of the policies and procedures for these programs. Please refer to the Dual Credit website or KS Digital Website for additional program information.

Please know that the KS Student and Parent Handbook supersedes in situations where handbooks contradict.

Graduation Requirements

Kamehameha Schools is a college preparatory school. More than ninety percent of its graduates each year continue their education at institutions of higher learning. The following graduation requirements are designed to help students develop fundamental skills and acquire knowledge which will contribute to his or her success in society. Students are expected to enroll in a full program (six classes) each semester, thereby earning at least six credits per year.

A Kamehameha Schools diploma signifies that a student has completed all requirements in this section and maintained a satisfactory record. It also means that a student has paid all fees, completed all detention, and any other graduation check-out requirements. Students who do not meet all graduation requirements will not receive a diploma and will not be allowed to participate in baccalaureate and commencement ceremonies.

For all information on our program model, graduation requirements, Honors, Dual Credit, AP Course and grade scales, please refer to the [Kamehameha Schools Kapālama High School Course Catalog 2024-2025](#).

Special Events Required for Graduation

The following are mandatory for all high school students to attend. This includes the rehearsals preceding the events listed below:

Founder's Day

Observed on or near December 19, Founder's Day honors the birthday of Princess Bernice Pauahi Bishop, founder of Kamehameha Schools. The day is commemorated with a campus celebration involving the entire student body. Seniors are required to participate in a program at Mauna 'Ala.

Song Contest

In the Spring, high school students take part in a time-honored Kamehameha tradition known as Song Contest. The objectives of the competition are to perpetuate music as a vital part of the Hawaiian culture, to develop leadership, cooperation and class spirit.

Baccalaureate

Baccalaureate - a religious service for graduating seniors - has been a Kamehameha tradition since the school's first graduating class in 1891. The service is held at Kawaiaha'o Church.

Commencement

This event honors graduating seniors who have fulfilled all Kamehameha graduation requirements.

Academic Integrity

We place great value in the scholarship of our students and faculty and are committed to a culture of academic integrity and scholarly ethics. We hope you will help foster and promote ethical and honest behavior in connection with your scholarly work and interactions with your peers.

Acting with integrity is a cornerstone of leadership and good citizenship. Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Students are expected to act with integrity in their educational pursuits.

Academic dishonesty falls into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.
6. Inappropriate use of Artificial Intelligence (AI).

Most importantly, if you are not sure please consult with your parents, kumu, counselor or grade level dean.

Course Registration

Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the course recommendations through the school's online information system, Infinite Campus (IC). Parents are expected to work with their children to register for classes via Infinite Campus (IC).

Course requirements: English, math, science, social studies, speech and languages must be taken during designated school years. Students are required to take a minimum of 3 required credits in grades 9 and 10 and a minimum of 3.5 required credits in grades 11 and 12.

Requests for course changes

Course changes are discouraged. However, if a change is recommended by counselors and teachers, a student's schedule may be modified with administrative approval. All schedule changes must be processed before the end of the second week of each semester.

Dropping courses: Consequences that result from dropping a course after the deadline may include receiving an "F" grade for the course during the semester during which it is dropped.

Non-KS Summer School Courses

Students are allowed to enroll in summer school programs outside of the KS system. Contact your counselor if you have any questions about a specific course and to learn about the process for receiving external credit.

Study Help & IMUA Block

Students who need help with their schoolwork can make arrangements for study-help sessions with their teachers. Sessions usually take place during assigned free periods or designated times in the schedule. Teachers may require attendance of study-help sessions to help improve a student's academic performance. Consequences may be assigned for missing required study-help sessions.

Academic Probation Study Hall

Students on academic probation are required to attend study hall. Please refer to the Academic Probation section for more information.

Progress Reports

Teachers will submit progress reports via Infinite Campus to parents/guardians regarding student performance as needed.

Grades/Report Cards

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Grading practices are outlined in course syllabi. Parents and students who have questions about grades should contact teachers directly. Report cards issued at the end of quarters one and three will communicate academic progress. Report cards issued at the end of quarter two and quarter four (semester grades) will be reflected on official transcripts. Alternate grading systems may be implemented in certain situations.

Report cards can be viewed via Infinite Campus. For parents who have not established an Infinite Campus account, report cards are mailed at the end of each quarter/semester. Copies of student report cards are also kept in the counseling offices. Teachers assign letter grades for each course to indicate student progress (see school grading scale above). They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

Other marks are sometimes used to clarify a student's status in a course. These marks include:

I	Incomplete	ME	Medical Exempt
P	Pass	MR	Medical Repeat PE
NC	No Credit	WD	Withdraw NC
W	Credit Waiver	WF	Withdraw Fail
MW	Medical Waiver	WP	Withdraw Pass
WM	Withdraw Medical		

Incompletes

An "incomplete" or grade "I" may be granted to a student who has not completed all assignments in a class. The student has the first two weeks of the following quarter to complete all necessary work. Any further extension of time must be agreed upon by the teacher, student and administrators. Incomplete grades are not given for the 4th quarter.

"F" or "NC" Grades

Students who receive a grade of “F” or “NC” on their report cards may be required to make up a course during summer school in order to move to the next grade level. Exceptions require administrative approval. All summer school grades are reported to the student records office.

Academic Probation

Academic Probation is a system that provides space and time for students to recover from poor grades. There are two categories. Category one identifies students who receive 2 or more Ds; an F grade; or whose GPA is below 2.0 for the quarter. Category two identifies students who received more than one F grade. Students in both categories are assigned to Academic Probation Study Hall for the following quarter.

The following policies are in place for students on academic probation:

- Students on academic probation forfeit their free/unscheduled periods and are required to attend mandatory AP study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated and monitored to review progress.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be released from Kamehameha Schools.
- Cases where students may need additional support are reviewed by the Multi-Tiered System of Support by the Student Support Team.
- Additionally, students on Academic Probation are ineligible to represent or participate in Kamehameha sponsored events, activities, and athletic events for a designated period.
 - Category one has a two-week ineligible period.
 - Category two has a four-week period and are not allowed to try out for sports and/or other extracurricular activities.

These dates are established quarterly throughout the school year. Haumāna must get clearance from the Grade Level Dean based on a grade check clearance due every two weeks. See “Student activity ineligibility” section.

Student Activity Ineligibility

Students who represent Kamehameha must be in good standing both in conduct and academics.

Ineligibility due to *conduct* probation

Students who are on conduct probation for misbehavior are not eligible to represent the school in the below activities for a minimum of two weeks unless it is a part of a course requirement, but they may participate in practices. The dates and duration of the ineligibility period are determined by the grade level deans.

- Co-Curricular activities - Those activities that occur after school hours but are not part of a regular school class
- Extra-curricular activities - Those occurring after school hours, for example athletics, prom, dances, social, etc.
- Honorary activities - Events that place students in positions of honor, some of which may be elected, for example, Ho'ike participant, Student Government (ASKS), and Deputation Team. Other honorary positions (Song Contest director, Song Contest speaker, etc.) may be subject to additional eligibility restrictions

Ineligibility due to *academic* probation

Students who receive an F grade, two or more D grades or who have a GPA below 2.0 on a quarterly report card are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received. The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during 1st - 3rd quarters: The ineligibility period starts after grades are posted though a minimum of two-week period. Beginning with the third week, including school breaks, and holidays, students may be active again if written clearance from the grade level dean is obtained. Students may continue to practice with their teams or groups during the ineligibility period.
- Ineligibility based on grades from 4th quarter: Students with an F grade, two or more D grades, or a GPA below 2.0 during the fourth quarter will be ineligible for at least the first two weeks of the following school year. Beginning with the third week, the student may become active if written clearance is obtained from the grade level dean. This guideline includes new students admitted on probation. Student may continue to practice with their teams or groups during the ineligibility period
- Students with two or more F grades: These students will not be allowed to practice or represent the school for a period of four weeks. Beginning with the fifth week of the quarter, the student may become active again if written clearance is obtained from the grade level dean,

Grade Promotion

Students must maintain satisfactory grades in all classes and earn six credits each academic year, to be promoted to the next grade level. Those who receive an F grade in a single core class (English, math, science, or social studies) for two or more quarters, must earn the credits to be on track for graduation. Make-up courses will be determined by the school administration.

Multi-Tiered Systems of Support: MTSS

At the high school, the Multi-Tiered System of Support Student Success Teams (SST) are led by Grade Level Deans in collaboration with Counseling, Student Support Center, and Behavioral Health Specialists. The team membership also includes the Student Support Center, Athletics, Residential Life, and Mālama Ola representatives. The team reviews all aspects of a student's overall well-being and ensures the academic, social-emotional, and mental health needs of our haumāna are being met.

There are four levels of support in MTSS:

- **Tier 1** Core support is provided to all haumāna.
- **Tier 2** Some haumāna need additional support. The Grade Level Counselor presents each case for review by the SST. Student Success Plans are developed. The team works with Mākua (parents) collaboratively to support haumāna. Some examples of available supports are the Student Support Center (SSC), I mua block time, and meeting with kumu during free periods.
- **Tier 3** A few students may need additional support from Kaiāulu (Community) resources. The team will work in partnership with the 'ohana to coordinate support from external service providers.
- **Tier 4** In the case where a haumāna's needs cannot be adequately supported by Tier 3 efforts, the haumāna may need to take leave to receive appropriate services.

Kapu/Prohibited Items

For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school:

- Toys or play equipment - except at the request of the teacher
- Weapons or objects (real or imitation)
- Flammable materials - lighters, matches, fireworks, poppers, etc.

Please note: the school will not be responsible for loss or theft of kapu items.

Valuables & Personal Electronic Devices

The school will not be held responsible for the loss or theft of any electronic device or other personal valuables. There are no lockers available for student use at Kula Ki'eki'e. Cellular phones, smart watches, wireless earbuds etc. should only be used with the permission of the teacher and if it is not a distraction in class. Unauthorized use of a personal electronic device will result in the device being confiscated by the faculty/staff member observing the misuse and the student.

Student Discipline

Please refer to the Citizenship Behavior section above for greater detail on discipline levels and other information like releases that apply to K-12. At Kula Ki'eki'e, Grade Level Deans are responsible for addressing student behavior at all levels. The deans address and investigate referrals, with haumāna support provided by Grade Level Counselors. The administrative executive team discusses and decides the final disposition of disciplinary action, including the principal, assistant principals, and grade level deans.

Depending on the level of infraction, there are a range of consequences that may be administered. At levels 1 and 2, the consequences may include, but are not limited to, verbal warnings, detention, or various other restrictions. Levels 3 and higher may include but are not limited to, detention, suspension, specific restrictions and conduct probation. It is important to note that Levels 4 and 5 may include release. Students who are on conduct probation and continue to violate rules and regulations at level 3 or higher may also face release.

A second offense of a Level 4 infraction or higher may result in release from Kamehameha. If a student is on conduct probation and receives an additional conduct probation, this student may be subject to release by the High School Executive Committee.

Under the stipulations of Home Ho'onau'auao students are given the opportunity to rehabilitate themselves through the outreach services provided by the institution and their own outside providers. Kula Ki'eki'e prefers students to reflect on the significance of mālama, `ike pono, kuleana, ha`aha`a and aloha during their high school tenure.

Absences

If absence from school is necessary for reasons other than illness or injury, parents must submit a written request to the school office no less than ten working days prior to the date of the absence. The grade level dean reviews all absence requests. Students are responsible for following up with their instructors to meet coursework expectations such as deadlines, make-up work, etc. for excused absences.

Students must be in school for the entire day, including unscheduled periods, on the day of a special event or the day before, if the event falls on a weekend or non-school day (e.g. prom, dances, competitions, co- and extra-curricular activities, Commencement and Song Contest.)

Travel Related Absences

Kamehameha Schools understands that learning takes place both inside and outside of the classroom. For us to provide consistent learning opportunities for your child, attendance is critical. Extended student absences can have a negative impact on student academic progress.

Students are responsible for making up for their missed work. Teachers have the discretion to allow make-up work. Failure to meet teacher requirements may result in academic penalties for students.

We strongly encourage families to plan trips during regular school vacation periods. With this understanding, parents/guardians must complete a travel-related absence form which can be found on our 'Ohana Canvas page. Requests must be submitted at least 10 days before your travel dates.

Unverified Absences/Cuts

Absences that are logged into Infinite Campus as "unverified" are considered class cuts until verified. Please contact the unit office to clear up these absences. 5 or more unverified absences/cuts in a class will result in a grade drop at the end of the quarter. Other disciplinary action may also be issued.

Huaka'i/Field Trips

Students will have an opportunity to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity.

- When a field trip is planned, students are responsible for notifying teachers whose classes will be missed. If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the class determined by the teacher.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the kumu of the field trip he/she plans to attend.
- Regular school attire must be worn during field trips unless special permission has been granted to the group by the teacher.
- Parents authorize field trips and other activities taken during the school day when they sign the Student Directory Information form.

Student Activities

Participation at events is conditional based on school attendance. ASKS sponsors student activities like I MUA Olympics, Dances and Socials. Please refer to the attendance section for further information.

Dances & Proms

A valid KS student ID and designated dress code attire are required to attend. Students not in dress code will not be permitted to enter the event. Students should arrive at the dance on time. For prom, guests must be a student in high school or no older than 19.

If haumāna are asked to attend another's schools dance or event and requires Administration approval, please see your Grade Level Dean.

Student Activities Fees 2024-2025

School Charges

In addition to tuition/boarding fees, parents will be billed by FACTS Management Company for other charges for which a student is responsible. These charges may include but are not limited to replacement ID cards, library book replacement fees, lost or damaged computer equipment, lost textbooks, AP Exam fees, boarder airfare, athletic uniforms, etc. If there are any questions regarding the charges billed, your inquiry should be directed to the Kamehameha Schools Cashier's Office at (808) 842-8084.

The charges below are collected through Student Activities and are not billed to a student's FACTS account:

Estimated expenses for class and school activities

	Yearbook Pictures (for grades 9-11); Class Socials	\$ 30.00 <u>\$ 5.00/social</u>
	Estimated Total:	\$ 35.00
<u>Grade 9:</u>	Apparel	\$ 15.00-\$50.00 per item
	Freshman Dance Ticket	<u>\$ 10.00</u>
	Estimated Total:	\$ 25.00 and up
<u>Grade 10:</u>	Sophomore Banquet Tickets	\$ 50.00 (with a guest)
	Sophomore Banquet Pictures	\$ 25.00 (per pkg. per pose)
	Class Ring Deposit	<u>\$ 100.00</u>
	Estimated Total:	\$175.00
<u>Grade 11:</u>	Class Ring Balance	\$ 250.00 to \$1,200.00
	Junior Prom Tickets	\$ 70.00 (with a guest)
	Prom Pictures	<u>\$ 65.00 (per pkg. per pose)</u>
	Estimated Total:	\$ 385.00 to \$ 1,345.00
<u>Grade 12:</u>	Senior Yearbook Picture	\$ 35.00
	Senior Pictures	\$ 120.00 - 1,000 (varies)
	Senior Lu'au	\$ 25.00 (per ticket; limit 4; first round limi 3, second round open to first-come first-served)
	Senior Apparel	\$ 20.00 - \$60.00 per item
	Graduation Announcements	\$ 32.00 to \$250.00
	Senior Prom Tickets	\$ 70.00 (per person)
	Prom Pictures	\$ varies
	Project Grad Party	\$ 30.00
	Estimated Total:	\$ 292.00 and up
<u>Library</u> (overdue charges)		
	Regular Materials	\$.10/day
	Reserve and Reference Materials	\$.50/day

ATHLETICS

Contact information

All up-to-date information can be found at www.kamehameha-kapalamawarriors.org

Supporting KS Athletics

Role of the Student-Athlete

Athletes are looked to as role models, whether they realize it or not. Even in school sports, student-athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student-athlete. How our school and community are perceived is highly influenced by the good sportsmanship you display. As a representative of Kamehameha, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the "Golden Rule" at KS: Treat others the way that you wish to be treated, with fairness and respect. To help this happen, we hold you as a student-athlete to the following expectations:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
- Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

Student-Athlete Code of Conduct

Participation on any athletic team or squad at Kamehameha Schools is indeed a privilege and all athletes must earn the right to represent Kamehameha by conducting themselves appropriately so that the image of our Schools will not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth in the [Citizenship Behavior section of this Handbook](#). In addition to the disciplinary policies set forth in this Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Academic or conduct probation
- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
- Inappropriate language and gestures (profanity, swearing, verbal abuse)
- Theft
- Unexcused absences or tardiness to practice
- Destruction or damage to KS property or equipment
- Harassment, intimidation, bullying, or hazing

Possible disciplinary consequences, (Depending on the severity and/or frequency of infraction), may include, but are not limited to:

- Verbal warning
- Written reprimand
- Loss of locker room privileges
- Suspension from the team
- Removal from the team
- Restitution
- Conduct probation

Investigations will depend on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

Kamehameha Schools Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which result in a student's removal from the team may be appealed to the Director of Athletics and Human Performance.

Role of the parent

A parent or legal guardian's love, encouragement, and belief in their child's ability can make a world of difference in their child's athletic success. Supporting their child will assure that he or she gets the most out of his or her athletic experience. To help this happen, we hold parents to the following expectations:

- Enforce school rules - Help children understand and follow the policies and rules contained in the Student Athlete Handbook, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance - Make sure that the student athlete is at team practices, meetings and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.
- Parent -Coach Relationship - During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):

Appropriate concerns to discuss with coaches:

- Treatment of their child which endangers a child's well being
- Ways to help their child improve
- Concerns regarding their child's behavior
- Coaches' expectations and role for their child and the team
- Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
- Their child's athletic as well as academic progress

Inappropriate concerns that should not be discussed:

- Placement on teams (future)
- Playing time
- Coaching strategies used during practice or games
- Other student athletes
- Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. The parent should refrain from talking to a coach about concerns before or after a game. If a coach cannot be reached, parents are urged to contact the Athletic Director or designee assigned to supervise the particular sport at the directory information in this Handbook who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or if after meeting the problem continues to exist, parents may contact the Athletic Director or designee for further discussion of the situation or matter.

Appropriate behavior and sportsmanship at athletic activities

Respectful and courteous behavior is expected of Kamehameha staff, coaches, student-athletes, parents, and spectators at all KS sport events and competitions; whether on or off campus. This includes interactions with opposing players, coaches, spectators and support groups as well as, game/league officials, judges, and referees. Parents are reminded to abide by the items detailed in the Role of the Parent section. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.

Examples of Disrespectful and Inappropriate Behavior

- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent' free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures
- Booing and/heckling an official's decision
- Criticizing officials in any way and/or displays of temper with an official's call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance(s)
- Blaming loss of game on officials, coaches or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student-athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student-athletes, coaches, officials, and other fans

- Involvement in a physical altercation
- Use of alcohol and or illegal substances at or around athletic events

Role of the KS Athletic community

It is our expectation that student-athletes, coaches, family & friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every student-athlete participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; with no distractions or disturbances due to poor behavior of coaches, family & friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual student-athletes. It really is enough to cheer for student-athletes and support their efforts regardless of the outcome of the game.

E lawe lilo ka ha'aheo, No Kamehameha ē!
(Take the victory with pride, for Kamehameha!)

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports. The interscholastic Program strives to promote the development of a students' highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork and commitment.

Eligibility to participate in athletics

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent Kamehameha, subject to the following guidelines:

Eligibility forms

Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at Kamehameha Schools, must be medically cleared to start school and must have the following forms properly completed and current for the academic school year:

Physical evaluation

This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. This completed form should be submitted to Hale Ola.

Medical insurance

All student athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at mybenefits.hawaii.gov. Students who are not insured are not eligible to participate in any KS athletic program, no exceptions. The parent/guardian must ensure that the student athlete has medical insurance.

Final team selection

Participation in athletics is both voluntary and a privilege and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period.
- Criteria used to select the team
- Practice commitment if they make the team
- Game commitments.

All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. No coach is allowed to have their teams "pre-picked" or selected prior to their actual scheduled try-outs. When a team cut becomes a necessity, the process will include three important elements.

Each candidate shall:

- Have competed in a set amount of practice sessions
- Have performed in at least one intra-squad game
- Be personally informed of the cut by the coach and the reason for the action.

The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

Participation in multiple sports

Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in without influence from any coach to specialize in one sport.

Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports' seasons. All parties involved must communicate openly, effectively and constantly.

Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport provided they did not "quit" or were not cut from the first sport for disciplinary reasons. No athlete may start another sport until the previous one has been completed. (Athletes must receive approval from current coach to start another sport if still in season.)

Ineligibility to participate in athletics

A student athlete may be deemed ineligible to participate in athletics or represent Kamehameha if any of the following occurs:

- **Not medically cleared for sports.** Upon notification from the Athletic Office, any student on a roster or list who is not medically cleared for sports by KS, may not practice or compete until they have completed all requirements for medical clearance for sports. This policy is strictly enforced.
- **Absence from school.** Students whose absence from school has been determined by the campus unit office as unexcused are NOT ELIGIBLE TO PARTICIPATE in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.
- **Students on academic or conduct probation.** Students who represent Kamehameha must be in both good academic standing and behave appropriately.

Academic probation

Students with at least one (1) "F" or two (2) or more "D" grades for the quarter will be ineligible to represent the school for a minimum of a (2) two-week period. Students may participate in tryouts. Students may continue to practice with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required. Students who earn 1 "F" or "2 Ds" are not allowed to be released early from school to accommodate athletics, though they are allowed to take advantage of team transportation and sit on the bench with the team. However, they are not allowed to suit up and wear their uniform.

After two (2) weeks, beginning with the third week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student must circulate a grade check sheet (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore students must continue attending study hall for the remainder of the quarter.

Student athletes with two or more "F" grades

- Students are not allowed to participate in tryouts. Tryouts will not be extended or rescheduled to accommodate students who are ineligible.
- Students will not be allowed to practice or represent the school in any league scheduled competition for a minimum of four (4) weeks). Study Hall on/during assigned Study Hall times/dates will be required.
- Students who earn 2 or more "F" grades are not allowed to be released early from school to accommodate athletics, they are not allowed to take advantage of team transportation, they are not allowed to suit up and wear their uniform, and are not allowed to sit on the bench with the team.
- After four (4) weeks, beginning with the fifth week, eligibility will be determined if a written clearance from the Principal/Vice Principal is obtained. The student has to circulate a grade check sheet (or progress reports) to all his teachers, and then submit it to the Principal/Vice Principal for their review and/or clearance. Again, please remember that administrative clearance to resume participation does not remove the student from academic probation; therefore, students must continue attending study hall for the remainder of the quarter.
- Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation.
- Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

Conduct probation

As stated in the Student & Parent Handbook, conduct probation is assigned to a student for repeated infractions of school rules or a major violation. Any student who is placed on conduct probation will not be permitted to represent Kamehameha in any activities and will have their unscheduled time restricted for a minimum of a two-week period. During that two-week period, they may practice, but may not compete. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Athletic Director.).

Quitting a sport

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams' eligibility list is submitted officially. The normal rule for athletes quitting a team is that they make themselves ineligible

for any sport during that season which has already begun. If a student should break this contract and decide to quit without school sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- Normally an athlete who is dropped from one squad for disciplinary reasons, or who “quits” after competition has begun, shall be ineligible to compete in another sport for two additional consecutive sport seasons.
- He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.

Awards and recognition

All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

- Regular attendance and participation during the season.
- Being a team member in good standing at the end of the regular season
- Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
- All team managers and statisticians are eligible for Letters

All qualifying athletes will receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate (Varsity only), or Letter certificates (JV and Intermediate sports). Letterperson’s Jackets are available to all high school letter winners through a KS approved commercial vendor.

Male and Female Athletes of the Year

This award recognizes a Kamehameha male and female senior who excelled in one or more sports and is considered the outstanding senior male and female of the year. The Athletic Directors select the recipient with input from coaches. Emphasis is placed on multisport (season) athletes and accompanying grade point averages.

Scholar-Athletes of the Year Award

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum Grade Point Average of 3.5. The Athletic Directors select the recipient with Input from coaches. Emphasis is placed on multi-sport (season) athletes and accompanying grade point averages.

Day-to-day student-athlete Life

Practice sessions and schedules

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are generally held after the regular school day, Monday through Friday, from

3:45 PM – 6:15 PM. In addition, practices may be scheduled beyond those hours, and on Saturdays and non-instructional days, at the discretion of the Coach, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices. No games (pre-season or during season) shall be scheduled on Sunday. Participation in Sunday playdates in any tournaments will not be allowed.

Dress code and appearance

During all regularly scheduled practices and games, athletes are expected to wear their KS issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings and tongue piercings. Such items may result in lacerations, severe contusions and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student athletes who are members of an athletic team, but are not actively participating with their team on any given day, must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines as set forth in this Handbook. This same dress code applies to student-managers. Failure to abide by the Dress Code and Appearance guidelines may result in the student athlete being held out of practice or from representing KS at athletic events.

Absences, leaves, and tardiness

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. Students whose absence from school has been determined by the campus unit office as unexcused are not eligible to participate in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the Head Coach. Athletes who are late to practice without an approved excuse will be

considered tardy and are subject to the disciplinary consequences as set forth in this Handbook.

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening or weekend, provided that they are cleared by the Unit office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed healthcare provider to participate. The healthcare provider's written medical clearance must be presented to the student's school nurse or athletic trainer before the student athlete can participate. On the following school day, the school nurse or athletic trainer must ensure that a copy of the athlete's clearance is presented to the student athlete's Vice Principal.

Early dismissals

KS League Sports Coordinators make every effort to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss.
- Turn in any assignments that are due the day of early release, on the day of release before leaving for the game.
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

Emergency preparedness

Each Campus also has emergency preparedness plans for lightening and other natural Disasters as well as crisis protocols. The Athletics Director has responsibility for communicating those plans.

Health Services in athletics

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in this Handbook. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic Trainers work under the direction of the KS Student Health Services Director, team physician(s), and the student's private healthcare/medical provider(s) as prescribed by state regulatory statutes, and in

collaboration with the KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's healthcare/medical provider or the nearest emergency care facility.

Athletes are not to be in the athletic training room unless they are being examined or receiving treatment by an Athletic Trainer. All use of the medical or rehabilitation equipment in the Athletic Training Room must be by authorized and qualified personnel under the supervision of the Athletic Trainers.

Priority of service in the Athletic Training Room

In-season athletes preparing for practice or an event will receive priority to avoid tardiness to practice or event. All other athletes will be serviced as staffing permits.

Coverage of practices and events

A Certified Athletic Trainer will be accessible during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy and is determined by level of risk, location of event, availability of KS staff and if off-site availability of host medical personnel.

Illness or injury occurring at practice or event

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The Athletic Trainers will communicate with the students and coaches as to their participation status until release for return to full participation. When a Kamehameha Schools Certified Athletic Trainer is unavailable for an off campus athletic event, the host Athletic Trainer is usually responsible for emergency/first aid care of all participants. If there is no host Athletic Trainer or the Athletic Trainer is otherwise unavailable, the Head Coach is responsible for the athlete's care. When a Certified Athletic Trainer is not present, the coach must make very conservative decisions when deciding to return an injured/ill athlete to play. Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

Clearance to return to full participation

The athletic training staff must clear every injured or ill athlete before he/she can return to full participation, whether or not the athlete was assessed/treated by the athletic training staff. A healthcare/medical provider's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics. Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after the athletic training staff provides clearance.

Injury/illness education

Best practices for athletics recommend that coaches, parents and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online course on Head Injuries/Concussions, Sudden Cardiac Arrest and Heat Illness. The following sections provide a brief synopsis for Head Injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

Concussion management

Kamehameha Schools Concussion Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawaii High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and postinjury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on an every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity.

Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare/medical provider who is able to provide medical clearance (advanced practice registered nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management). Residential Life students can be evaluated by a community healthcare/medical provider as mentioned above or by a KS healthcare/medical provider (such as a physician or advanced practice registered nurse).

Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to activity/play protocol. A healthcare/medical provider's clearance to return to play is considered clearance to begin the KS return to play protocol, and will not be treated as clearance to return to the KS athletic activity.

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare/medical provider who is qualified to do so. When school is not in session, an Athletic Trainer will begin the return to activity/play protocol when the student has clearance to return to activity/play from a licensed healthcare/medical provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare/medical provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse, and Residential Life representative as applicable.

Return-to-activity/play guidelines

KS will use the following guidelines. Consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

Step 1: Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a healthcare/medical provider or the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full time. *Steps 3-7 will be supervised by a KS AT. (Each step is separated by a minimum of at least 24 hours.)*

Step 3: Light exercise. This step cannot begin until the student is cleared by the treating healthcare/medical provider for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

Step 4: Running in the gym or on the field. Completion of step 4 will allow clearance for return to PE.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game.

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at

http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf

Sudden cardiac arrest

Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?

About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13

such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African-Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports training and competition are not likely to be detected during sports physicals or routine exams.

Screening evaluations

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

Athletic screening (sports physicals) should be done by a healthcare/medical provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements. Parents should complete the medical history forms with their child. Young athletes may be at greater risk and need further evaluation and tests if there is:

1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

Recommendations

Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main

responsibility of healthcare/medical providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.

Source: American Academy of Pediatrics: <https://www.healthychildren.org/English/health-issues/injuries-emergencies/sportsinjuries/Pages/Sudden-Cardiac-Death.aspx>

Heat illness

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawaii High School Athletic Association Heat Acclimatization Policy which includes a 14 day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

- Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- Replace fluids with water and/or sports drinks to replace fluids and electrolytes.
- Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
- Should not participate in athletics when they have a fever (>100.4°F)

Resources:

https://www.sportshigh.com/assets/content/resources/governing_documents/HeatAcclimatization-Revised-8-22-16.pdf?1478652398

<https://ksi.uconn.edu/>

RESIDENTIAL LIFE

Residential Life Mission

Our mission is to cultivate an experiential living and learning community based on Christian and Hawaiian values that empower haumāna to fulfill Pauahi's legacy.

History of Boarding at Kamehameha Schools

Bernice Pauahi Bishop included in her Will that "both boarding and day scholars" be a part of the Kamehameha Schools. Since the opening of the Kamehameha Schools in 1887, Boarding has been an important tradition. Boarders remain a very important part of the campus community and currently include students from the neighboring islands, O'ahu, the continental US, and sometimes other countries. The Boarding Department was rebranded in 2020 as the **Residential Life Department** to better represent the living and learning environment that exists in our campus hale for students.

Residential Life Office Address

Residential Life Office - Hale Kukui
2210 Girls Road
Honolulu, HI 96817
Hours: Monday-Friday 7:30 AM - 4:30 PM
Email: residentiallife@ksbe.edu
Phone: 808-842-8435

Mail

Students are permitted to receive mail and it should be labeled to the address above, and include Hale name and student name. All packages must be opened in front of RLAs.

Residential Curriculum and Hale Meetings

On Sunday evenings after chapel and dinner, typically between 7:00-8:00pm, each hale will cover topics that foster haumāna growth and development in various areas. Our Residential life curriculum is rooted in [E Ola!](#) to align with Kamehameha's goal to grow the E Ola! graduate. Curriculum topics range from life skills, social emotional learning, Hawaiian culture, community living, haumāna safety, self-care and healthy relationship building. Additionally, haumāna will attend weekly hale meetings on Wednesdays to discuss topics such as upcoming Residential life activities, school activities, special events and hale expectations. Hale meeting notes will

be sent out to makua on a weekly basis to keep both haumāna and makua informed and up to date with hale happenings.

Student accountability

Knowing where students are is a crucial part of keeping students safe. Students are expected to communicate honestly and responsibly in regards to their whereabouts. Daily accountability procedures include completing check-ins and check-outs in REACH (student accountability system) prior to any time a student is returning to or departing from the hale.

Face-to-face check-ins

To increase accountability and safety, students are given the responsibility to complete face-to-face check-ins with the Residential Life Advisor (RLA) on duty, as well as completing their check ins/out in REACH. Students must visually check in and out with staff when coming and going from the hale.

On-campus activities

Special requests to attend an on-campus event during the weekdays are open to those students in good standing in school and in the hale. These may include certain sporting events, guest speakers, performances, and club activities. Students must reflect where they will be on campus by checking in/out through REACH.

Overnight safety

During overnight sleeping hours, Residential Life will be staffed by Resident Attendants (RAs) who will conduct regular walk-throughs, bed checks, and assist with hale cleaning, as well as provide help to students or respond to emergency situations.

In order to provide a safe environment and conduct nightly head counts, all High School students must keep their door panel open so RAs can have viewing access without disturbing students. Middle School doors do not have window panels and therefore RAs will quickly and quietly open doors to verify head count.

RAs conduct rounds in pairs. The RA of the same gender conducts room checks by opening student doors or using the open window pane to ensure the student is present. The other RA acts as the floor tracker by marking the presence of students in the floor map. The RAs carry a cell phone that students call in the event of an emergency.

As added safety measures, RLAs who live in the hale are also available to respond in the event of an urgent matter. Additionally, during the overnight hours all hale exterior doors are locked, doors are alarmed, and hale are equipped with motion sensing exterior cameras. Kamehameha Security officers also make regular rounds of the school campus and Hale Ola is open 24/7.

Check outs/Approved Visitors

Residential Life students are to be on campus during the school week, Monday through Thursday (not including holidays) in order to focus on their academics. Some exceptions are permitted including but not limited to club sports, off campus employment, medical appointments, etc. On weekends students are permitted to leave campus for check-outs. Students are expected to follow the correct accountability procedures and model proper behavior at all times.

Parents/guardians are able to identify Approved Visitors that are permitted to check students out on weekends for visitation. These approved visitors must be over the age of 21, or 18 years old or over for biological siblings.

Parents/guardians must submit a Weekend Checkout Pass for visits by the Wednesday at midnight prior to the weekend the visit will occur. This allows the Res Life program sufficient time to plan for weekend counts in the hall. After the parent enters a check-out pass in REACH, the RLA will follow up with the parent/guardian to have a verbal confirmation regarding the plans for the visit and then will approve the pass in REACH.

Check in and out times are as follows:

Day	Check Out Time	Check In Time
Friday	4:00-5:00pm	9:00-10:00pm
Saturday	8:00-9:00am	9:00-10:00pm
Sunday	8:00-9:00am	4:00-5:00pm

Approved Visitors should bring a state issued identification card to the hall to visually and verbally check out any student.

Parents/Approved visitors should pick up students as close to 4pm on Fridays, or 8am on Saturdays and Sundays so the dorm can carry on with programming and activities for those students who will be in the dorm for that day. Similarly, students should be returned as close to but not later than 10pm on Fridays and Saturdays, or 5pm on Sundays so that staff will be prepared to receive the student back.

While we will be flexible in exigent circumstances, we have to have structures in place so we can accurately run the program. The following steps will be taken if check out processes are not

followed including but not limited to: submitting late passes, returning late from visits, or not visually and verbally checking out.

- 1st offense-verbal conversation with parents reminding them about expectations for passes and check outs
- 2nd offense-RLA will send an email to the parents explaining check out procedures or return times for students
- 3rd offense-RLC will call parents to discuss check out procedures and send an email follow up regarding expectations for passes or return times for students
- 4th offense-A conduct probation letter will be sent home.

Tardiness returning from check-outs

If a student is unable to return to campus by the check-in time, the student and their parent/sponsor must contact the RLA before the scheduled return time. They should explain the reason for the tardiness, where the student currently is, how the student can be contacted, and when and how they are expected to return. Continued tardiness creates difficulties in our Residential Life programming as we are managing large groups of students. Repeated tardiness will require an `ohana and Administrative team meeting to problem solve how the student(s) can return on time.

On-campus visitors

On-campus visitation is permitted provided the person requesting the visit obtains permission from the RLA. Visitors must check-in at the front gate, visually check in with RLA at the dormitory and provide identification, and then remain within visual eye-sight of the dormitory while visiting the student.

Off-campus Activities

The Residential Life engagement program includes off campus activities. These learning activities are grounded in [E Ola! Learner Outcomes](#) and developed to help promote the development of the E Ola! Graduate. Off campus outings also provide haumāna with access to stores and goods they may need. The outings are facilitated with the support of our transportation department and through 15 passenger vans that are driven by Residential Life staff. All grades may have standing shuttles to Ala Moana and other malls.

- 7/8th–will have staff who actively chaperone moving with haumāna at the location
- 9/10th–will have a chaperone at the location
- 11/12th–will practice independence on these outings.

For each off campus outing there is an attached safety briefing that will be covered prior to the event and haumāna are expected to adhere to these safety guidelines. Haumāna are also held to all KS rules and expectations while on these outings.

Common weekend/Breaks

Common Weekends are times when the hale will be closed. There are five Common Weekend/Breaks during the school year: Fall Break, Thanksgiving Break, Christmas Break, February Weekend, and Spring Break.

All students must be off-campus during Common Weekends. Athletes that are in-season will need to make alternate arrangements. Hale will close at 8:00pm on the departure day and reopen at 12:00pm on the day before classes resume. Students are expected to have dinner before returning to the dormitory.

Air transportation

Airport Shuttles and Weekend Travel

Residential Life will provide shuttles each weekend departing campus at 4pm on Fridays and picking up at the airport at 4pm on Sundays. For long weekends, the shuttle will run at 4pm on the designated departure and return days. Students using the Res Life shuttle should plan their flights according to this schedule.

- Any travel arrangements outside of the group travel are the responsibility of the parents.
- If a student will be missing any classes for early release or absences from class, prior permission must be obtained from the Day School Unit Office and the RLAs.
- Students are not permitted to use taxi and ride-sharing services to the airport.

Residential Life Travel Agreement All parents must complete the Residential Life Travel Agreement that indicates whether or not their child will participate in group travel arranged by KS. Students on Financial Aid must have their reservations made by the Residential Life Administrative staff and therefore parents must complete this form.

Common weekend/break group travel

Residential Life will handle group travel reservations for all islands for those parents/students who elect into the Group Travel program. Travel arrangements for Continental US destinations are the responsibility of the parent. Residential Life will send out reminders to parents approximately a month before each travel period. Participating students will automatically have a reservation for each Common Weekend/Break travel including Fall break, Thanksgiving, Winter Break, February Weekend, and Spring Break only. Any travel arrangements outside of our group travel times are the responsibility of the parent. The charge for airfare will appear on the student's account the following month. Procedures for travel are outlined in the letter that accompanies the Residential Life Travel Agreement.

Kamehameha Schools will provide bus transportation to and from the airport for all Common Weekends/Breaks. Students are expected to behave appropriately at the airport and during the flight.

Medical Information

Medications

All medications need to be disclosed to Residential Life Advisor and to Hale Ola, including non-prescription medications. This must be done upon move-in and/or anytime a new prescription or required medication is issued. While some medications can be self-administered with parental and health care provider's consent, controlled medication CANNOT be self-administered and needs to be held at Hale Ola. A Request for Medication Administration (RAM) needs to be completed for each medication that a haumāna will bring to campus. If medication is a prescribed medication from a medical provider, both parent and prescriber needs to sign. If medication is an over the counter medication that needs to be taken daily but not prescribed by a medical provider, i.e. daily vitamins, daily allergy medications, etc. a RAM form must still be completed but provider signature is not required; only parent. Link to RAM form [here](#).

There are several 'as needed' over the counter medications that both Residential Life and Hale Ola health room have that can be administered to haumāna if needed, i.e. Tylenol, Ibuprofen, Tums, Benadryl, etc. Parents, please do not send these medications with your child to school. While packing and getting your child ready for move-in day, if you have questions on what medications are allowed, or any medication questions in general, please email kskmalamaola@ksbe.edu or call 808-842-8075.

Please note, KS is not responsible for reminding haumāna to take or report to the health room for their medications.

Illness and absences while on campus

If student gets sick while in the hale Residential Life staff are trained in CPR/First Aid and will assess the student and communicate with medical staff on-campus. Hale Ola is open 24/7 when students are on campus and is equipped to have students stay overnight if ill. For the safety of the student and of others, students will be required to follow the instructions of our medical staff and RLAs when ill or injured.

For Residential Life students requiring medical attention, Hale Ola is staffed 24 hours a day/7 days a week to provide basic medical care for students. If any student falls ill and requires care beyond a 72 hour time period, we ask that parents/approved visitors come take the student so they can receive further medical care with another provider.

If student gets sick while on check-out

If a student is unable to return to the hale after a weekend due to illness, the parent or sponsor should take the following steps:

- Parents call the RLA on duty before the student's scheduled time to return.
- Parents call the appropriate Day School Unit Office before the start of the school day.
- Parents are to call the RLAs the day before the student is expected to return.
- Upon returning to campus, parents should report to Hale Ola to readmit the student and bring all medication, doctor's notes, and activity restriction requests with them.
- Hale Ola may require the student to return to Hale Ola for follow-up checks or to take their doses of certain prescription medications.

Hale Kuleana

Part of the living and learning environment in the hale includes each student creating and maintaining safe and welcoming space for all persons. One of the ways we create this safe environment is through "guest ready" standards. This includes always having the hale in a clean and presentable state. Additionally, guest ready standards requires students and staff to always be fully clothed and upholding appropriate boundaries so all persons feel comfortable. It is important to remember that staff, their dependents, and student residents all share the same living facility that is frequently visited by guests and other staff so everyone needs to be guest ready at all times.

Another way we create the safe environment is through students participating in hale kuleana. Through cooking, cleaning, doing laundry, and other ways of contributing to the community the students learn independent living skills. This also ensures we maintain a healthy environment, contribute to feelings of responsibility, and keep the hale and rooms in guest ready standards.

Room Cleanliness

Each student is responsible for meeting the daily room cleaning requirements on all school days and before leaving for weekend check outs.

Hale Cleanliness

Each student is responsible for contributing to the cleanliness of the hale by completing tasks. Cleaning tasks are completed in teams and are rotated throughout the year. Maintaining cleanliness of the hale is crucial to the health of all residents.

Health and Safety Inspections and Drills

Health and safety inspections are conducted by Residential Life staff, Residential Life administrators, fire inspectors, and experts from the Kamehameha Operations Division. Regularly scheduled fire drills, hurricane drills, and lockdown drills are conducted in partnership with the Operations Division and Kamehameha Security.

Mentor Meetings:

Each haumāna will meet with a Residential Life Advisor on a bi-weekly basis to provide haumāna support. Meetings give each haumāna the opportunity to have individualized attention with goal setting as well as to be able to express successes or concerns.

Trusted Adults:

In Residential Life, we identify an important indicator for haumāna success is having a trusted adult on campus that each haumāna can rely on if they have concerns or issues they need to report or discuss. Haumāna will be asked quarterly if they have a trusted adult.

Responsible Reporting and Safety Concerns

All students are expected to contribute to the safety of the greater community. If a student sees something concerning, they should share that information with a staff member immediately so it can be addressed. "If you see something, say something." Additionally, students can email, call or have a conversation with any Residential Life staff member or administrator. Hi'ikua is also an option for making anonymous reports.

Meals/Cooking

'Akahi Dining hall is open for dinner Monday through Thursday 5pm-7pm. Students are required to check-in at 'Akahi each night for dinner. Students should scan the REACH QR code/button upon arrival to sign in and scan again to mark the departure time. Students may only scan in for themselves. Bentos can be made by RLAs for any student that is unable to attend the dinner time due to sports or other activities.

Breakfast

Breakfast for Middle School on Mondays-Fridays will be delivered to the hale. For High School, breakfasts are MYOB (Make Your Own Breakfast) in the hale and are optional. Various breakfast options will be provided with bi-weekly grocery delivery.

Grocery Delivery

Grocery deliveries will be delivered on Tuesdays and Fridays. An extensive list of snacks, fresh fruits and vegetables, ingredients, etc. are available for Residential Life staff to request for each hale.

Weekend Meals (Friday-Sunday)

Weekend meals are delivered with Friday groceries in a "heat and serve" style. One meal (usually Saturday dinner) will be prepared in the hale. Recipes and portioned ingredients are provided. Students will work alongside the Residential Life staff to prepare the meal.

Appliances

No outside appliances including but not limited to: Keurig, toaster ovens, blenders, rice cookers, hot pots, etc. These are all provided for you in the hale kitchen.

Ordering Food

Students who would like to order take out must first ask Residential Life Staff for permission so that security can be notified. Food delivery will only be accessible at designated times. Students are permitted to get fast food during grocery shopping trips/hale outings with Residential Life Staff Member permission (i.e. Taco Bell, Wendy's, McDonald's, 7-11, etc.).

Academic supports

Hui Kūlia Advisee Program

Each student is placed in a Hui Kūlia or advisee group. This group consists of a group of students and a Kumu from their hale. The purpose of this hui is to provide a more individualized support structure for academic success.

Kumu of these advisee groups will complete weekly academic checks and meet with students every two weeks. They will also develop academic support plans if records in Infinite Campus indicate the following:

- Current grades show two D's, one F, or four missing assignments
- Attendance shows two unexcused absences or four unexcused tardies

Academic supports plans are developed in partnership with day school, the student, Residential Life, and guardians. This support plan will provide modifications to hale study time as well.

Hale Study Time

Study time is for working on homework and to develop consistent study habits. Study time will vary by age level to include:

7th/8th grade-Regular study hall is held Monday through Thursday evenings at a set time and is monitored by RLAs.

9th/10th grade-Students must complete one hour of study time Monday through Thursday by signing in/out in designated time slots.

11th/12th grade-Students will practice their independence by completing study time on their own.

Bedtime

Students will have bedtimes according to age developmental appropriateness.

7th/8th grade-will have to be in their rooms and lights out at 9:00pm (Sunday-Thursday), and in their rooms and lights out by 10:00pm (Friday-Saturday).

9th/10th grade-will have to be in their rooms by 9pm and lights out at 10pm (Sunday-Thursday), and in their rooms by 10:00pm and lights out at 11:00pm (Friday-Saturday).

11th/12th grade-will have to be in their rooms by 10pm (Sunday-Thursday) and 11pm (Friday-Saturday). Students will self-manage what time to turn out their lights.

Residential Life Activities

Students are expected to abide by Residential Life rules and to uphold Kamehameha School standards at all times, whether on/off-campus, or whether with a sponsor. Should violations and/or inappropriate behavior occur, disciplinary action will be taken in accordance with the seriousness of the behavior and in relation to expectations of Kamehameha students.

Evening and weekend activities

Res Life students are offered a variety of activities that take place on weekends. This may include on-campus activities such as open gym nights, baking activities, dances, or movie nights as well as off-campus activities such as ice skating, sporting events, movie outings, and more. Additionally a variety of off-campus activities will be made available to engage the students in living and learning opportunities. Some activities may require a small fee and/or a refundable deposit at sign-up.

Residential Life mandatory activities

Residential Life is a community and at times there will be all member mandatory activities that may include Aloha Games, Makahiki, Water Olympics and Oceanfest. Other events that contribute to our living and learning environment may be scheduled as well and would require all residents on campus and not involved in athletics or other commitments to attend.

Safety at activities

Residential Life students who attend off-campus evening and weekend activities must ride to and from the activity in school- provided transportation. Students are not to leave the designated area until it is time to meet the bus or van. Students are expected to conduct themselves in the manner outlined in this Handbook.

Visiting other hale

Residential Life students are permitted to visit other hale but must follow this process:

1. Notify their RLAs of the intended visit
2. RLAs will call the RLAs in the other hale to make sure the visit is okay on their end
3. Student will go to other hale and check in via REACH, as well as sign the visitor log

4. Students visiting will remain in main level common spaces only
5. Student will check out and sign out when they depart the hale

Bishop Memorial Chapel

Bernice Pauahi Bishop Memorial Chapel (BMC) is the religious home and house of worship of Kamehameha Schools Kapālama and is aligned with the Hawaii Conference of the United Church of Christ. Services are held each week when students are on-campus. All students are required to attend Chapel on Sunday evenings at 6:00pm.

There are three special services throughout the year (Convocation [August], Vespers [December], and Pauahi Sunday [December]). For Convocation and Pauahi Sunday, students are required to wear their Special Events Attire ("Dress Whites").

Other items

Room keys

High School students are issued a key. If a key is lost, the student should report it immediately to a RLA . Replacement keys cost \$45 (\$90 at the end of the year). If a key is broken or bent, it will cost \$10 to replace.

Driving or Rides on campus

Residential Life students are not allowed to drive on-campus. This includes while they are on or returning from checkouts. Residential Life students are not permitted to ride in day school or any other student vehicles on campus.

Skateboarding/skating/bicycling

Vehicular traffic and steep roads on-campus makes any kind of skating or biking unsafe. Students are not allowed to bring skateboards, skates, or bicycles to campus, even if they intend to only use them off-campus.

Some other items not allowed

Other items not allowed include, but are not limited to: refrigerators, gaming consoles, air conditioners, monitors, personal TVs, drones, boxing equipment, cooking appliances (hot plates, coffee makers, etc.). If unsure about an item, please contact the RLAs before bringing the item to campus.

Pets are not permitted in the hale except for fish that can be kept in small free-standing non-electrical tank. If the student is absent from the hale, they are responsible for coordinating the care for the fish.

Drugs, drug paraphernalia, vaping devices, tobacco products, alcohol, or any other campus prohibited item is not permitted in the hale. Students found in possession of or under the influence of these items will be held accountable according to the campus conduct process.

End-of-year check-out

The hale are used throughout the summer so it is very important that they are cleaned well at the end of the year. Students assist with the year-end cleaning of the hale and of their student room. Students will be permitted to keep two bins of personal items at the hale over the summer which will be placed in a storage space. All other items must go home with the student.

All end-of-year obligations must be met before leaving. Students who have not checked out properly will jeopardize their status to return to Residential Life the following school year and may be assessed a \$100.00 maintenance fee. Seniors who fail to fulfill these responsibilities may jeopardize their participation in graduation ceremonies and may have their diplomas withheld.



HĀLAU KŪKALAUAMA

‘Ohana & Community Engagement

General Information

The work of Hālau Kūkalaulama weaves throughout and around our Kapālama campus. We engage haumāna, ‘ohana and community through programs and services offered by our KOA‘E (Kapālama ‘Ohana & Alumni Engagement), Summer School, Ho‘omāka‘ika‘i, and ‘Āina Engagement teams. Together we aim to support Kamehameha Schools’ mission by delivering high quality programs and services grounded in Hawaiian culture-based education and foster pilina to create relevant and valuable resources, and opportunities for our community.

Hālau Kūkalaulama Vision

Hālau Kūkalaulama is committed to carrying the multitude of torches, empowering the lāhui to rise through innovative educational opportunities. Grounded in a Native Hawaiian identity, the flames of nā pua a Pauahi are brightened by leveraging partnerships and reciprocating resources to address challenges and opportunities for life. The fire within will illuminate local communities to impact our honua.

Kapālama ‘Ohana and Alumni Engagement (KOA‘E)

Kapālama ‘Ohana & Alumni Engagement (KOA‘E) is a collaboration-driven alliance that brings together ‘ohana, alumni, and educators to build an integrated campus learning community. Our KOA‘E definition of ‘ohana extends beyond the immediate family and includes all those who support a student’s well-being and educational development. Through school-wide events, workshops, and focused conversations with ‘ohana, alumni, and educators, KOA‘E supports the development of ‘ōiwi leaders as well as the communities who nurture them.

Halau Kūkalaulama works closely with parents, neighbor island families, parent leadership and the Association of Teachers and Parents (ATP). Programs provided by KOA‘E include: family engagement forums and workshops, recycled uniform sale, support of class events, parent volunteer opportunities, building alumni connections, and the KS Thrift Shop. Hālau Kūkalaulama also supports the annual ATP Ho‘olaule‘a and Alumni Reunion activities. HK also highlights an ‘ohana and alumni quarterly via "Echo of Our Song".

For more information please visit:

www.ksbe.edu/education/kapalama/halau_kukalaulama/koae/

Pauahilani ‘Ohana Center

Designed to increase comfort and sense of belonging while on campus, a lounge has been created for Kapālama ‘ohana. Overlooking the ocean and outfitted with a full kitchen, seating, reading materials, coffee station, and other amenities, the Pauahilani ‘Ohana Center is open on school days from 3-6pm. The Center provides a place to recharge, get information about upcoming ‘ohana and alumni activities, and engage in workshop offerings. It also serves as a comfortable environment for Kapālama ‘ohana to network with each other while on campus. ‘Ohana are reminded of a few rules when accessing the Center:

1. All ‘ohana must sign in daily.
2. Students must be accompanied by an adult at all times while in the ‘Ohana Center.
3. Please be respectful of others and clean up the area before you leave.

For more information, please visit:

www.ksbe.edu/education/kapalama/halau_kukalaulama/koae/pauahilani/ or contact the Hālau Kūkalaulama office at 808-842-8680.

Summer School

Hālau Kūkalaulama supports summer school at Kapālama with operational efforts to ensure clarity and support for ‘ohana and programming efforts designed to extend and enrich student learning. In alignment with campus, our aim is to provide opportunities for students during the summer to explore and grow themselves as E Ola! Graduates.

Contact:

For more information please visit:

www.ksbe.edu/education/kapalama/halau_kukalaulama/summer_school/

Summer School Office - General Information

Pauahi Administration (Building #58), Room 224

Monday-Friday: 7:30 a.m. - 4:00 p.m.

Ph: (808) 842-8765, Fax: (808) 843-3501

Elementary Summer Office (Grades 1-6)

Ph: (808) 842-8514

Middle School Summer Office (Grades 7-8)

Ph: (808) 842-8664

High School Summer Office (Grades 9-12)

Ph: (808) 842-8704

* COVID-19 protocols are subject to change based on guidance from school, government or health officials.

Ho'omāka'ika'i (Explorations)

Ho'omāka'ika'i is designed as an immersive experience that engages haumāna in hands-on learning rooted in Hawaiian cultural values and practices. We continue to connect keiki to 'āina and 'ike kūpuna in order to help them embrace their Hawaiian identity. Through the aloha of Ke Ali'i Pauahi, our Ho'omāka'ika'i program has been able to foster generations of 'ōiwi leaders since 1968.

The Ho'omāka'ika'i program will return to a residential format at our Kapālama campus for summer 2024. We will continue to offer a week-long day program with in-person, community-based learning days. The heart of the Ho'omāka'ika'i experience remains rooted in the knowledge and practices of our kūpuna for the benefit of our haumāna and our lāhui. E Ola!

For more information please visit:

www.ksbe.edu/education/kapalama/halau_kukalaulama/hoomakaikai/

'Aina Engagement

Ma ka hana ka 'ike - in working one learns.

Hālau Kūkalaulama strives to create space for haumāna, 'ohana, kumu, and community to engage in 'āina practices both traditional and modern to explore and develop their cultural identity, inspire 'āina stewardship, and inform their understanding of what it means to be an 'ōiwi leader. Current efforts in 'āina engagement focus on two sites on our Kapālama campus that our division stewards, Keanakamanō, a wahi kūpuna and thriving cultural garden and Hale Huliāmahi, a traditional hale loulou along Wao nāhele on the upper campus.

For more information please visit:

www.ksbe.edu/education/kapalama/halau_kukalaulama/aina_engagement/